



Mayor
Ben White

Councilmembers
John Crompton
James Massey
Dennis Maloney
Lynn McIlhaney
Lawrence Stewart
David Ruesink

City Manager
Glenn Brown

Agenda
College Station City Council
Workshop Meeting
Thursday, June 26, 2008 2:00 p.m.
City Hall Council Chambers, 1101 Texas Avenue
College Station, Texas

1. Presentation, possible action, and discussion on items listed on the consent agenda.
2. Presentation, possible action and discussion on an update from the Arts Council of Brazos Valley.
3. Presentation, possible action, and discussion regarding an update from a representative of the Texas Municipal Retirement System, including its current status.
4. Presentation, possible action, and discussion on the Strong & Sustainable Neighborhood Report and its implementation.
5. Presentation, possible action, and discussion regarding the proposed Community Development 2008-09 Action Plan.
6. Presentation, possible action, and discussion approving Zero-Rise for Developments with Floodplain Encroachments.
7. Presentation, possible action and discussion on an update of the FY09 Outside Agency review process and funding policy.
8. Presentation, possible action, and discussion regarding various proposed public facility and district identity improvements in the Northgate District.
9. Presentation, possible action, and discussion regarding a discussion of the City Council's expectations for the Council retreat scheduled for June 30 and July 1.
10. Council Calendar
 - June 27 Coffee with the Mayor at the Lincoln Center 8:00 a.m.
 - June 28 "Green Night" at Brazos Valley Bombers Baseball Game 6:00 p.m.
 - June 30-July 1 City Council Annual Retreat 8:30 a.m., Sugarland
 - July 2 Special Council Meeting 3:00 p.m.
 - July 4 City Closed – Holiday
 - July 10 Council Workshop / Regular Meeting 3:00 p.m. & 7:00 p.m.

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11. Presentation, possible action, and discussion on future agenda items: A Council Member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting

12. Discussion, review and possible action regarding the following meetings: Arts Council of the Brazos Valley, Audit Committee, Brazos County Health Dept., Brazos Valley Council of Governments, Brazos Valley Wide Area Communications Task Force, Cemetery Committee, Design Review Board, Historic Preservation Committee, Interfaith Dialogue Association, Intergovernmental Committee, Joint Relief Funding Review Committee, Library Committee, Metropolitan Planning Organization, National League of Cities, Outside Agency Funding Review, Parks and Recreation Board, Planning and Zoning Commission, Sister City Association, TAMU Student Senate, Research Valley Partnership, Regional Transportation Committee for Council of Governments, Texas Municipal League, Transportation Committee, Wolf Pen Creek Oversight Committee, Wolf Pen Creek TIF Board, Zoning Board of Adjustments (Notice of Agendas posted on City Hall bulletin board).

13. Executive Session will immediately follow the workshop meeting in the Administrative Conference Room.

Consultation with Attorney {Gov't Code Section 551.071}; possible action. The City Council may seek advice from its attorney regarding a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. Litigation is an ongoing process and questions may arise as to a litigation tactic or settlement offer, which needs to be discussed with the City Council. Upon occasion the City Council may need information from its attorney as to the status of a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

- a. Application with TCEQ for permits in Westside/Highway 60 area, near Brushy Water Supply Corporation.
- b. Sewer CCN permit requests.
- c. Water CCN permit requests.
- d. Water service application with regard to Wellborn Special Utility District.
- e. Bed & Banks Water Rights Discharge Permits for College Station and Bryan
- f. Legal aspects of Water Well and possible purchase of or lease of water well sites.
- g. JK Development v. College Station.
- h. Taylor Kingsley v. College Station.
- i. State Farm Lloyds as Subrogee of Mikal Klumpp v. College Station.
- j. TMPA v. PUC (College Station filed Intervention).
- k. Legal issues and advice on Brazos Valley Solid Waste Management Agency Contract, on proposed methane gas contract, on proposed Franchise with City of Bryan for B.T.U. Electric, on proposed pole use for College Station and Bryan electric lines, and update on legal proceedings for Grimes County Landfill site and on contract for site acquisitions.

Real Estate {Gov't Code Section 551.072}; possible action The City Council may deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

- a. Land exchange involving property adjacent to Carter Creek near State Highway 6 in the vicinity of the Varsity Ford Dealership.
- b. Possible purchase of land for roadway near Eisenhower Street.
- c. Possible purchase of land for the extension of Corsair Drive from Corsair Circle to Emerald Parkway.
- d. Wolf Pen Creek - Targeted Mixed Used Project.
- e. Land Acquisition regarding Southwest Portion of Northgate.

Personnel {Gov't Code Section 551.074}; possible action The City Council may deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

- a. Planning and Zoning Commission
- b. Zoning Board of Adjustments
- c. Construction Board of Adjustments and Appeals
- d. Parks and Recreation Board

Economic Incentive Negotiations {Gov't Code Section 551.087}; possible action The City Council may deliberate on commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay or expand in or near the city with which the City Council in conducting economic development negotiations may deliberate on an offer of financial or other incentives for a business prospect. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

- a. Hotel and Conference Center

14. Action on executive session, or any workshop agenda item not completed or discussed in today's workshop meeting will be discussed in tonight's Regular Meeting if necessary.

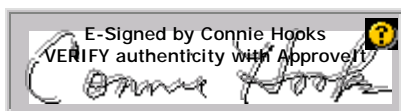
15. Adjourn.

APPROVED:

City Manager

Notice is hereby given that a Workshop Meeting of the City Council of the City of College Station, Texas will be held on the 26th day of June, 2008 at 2:00 pm in the City Hall Council Chambers, 1101 Texas Avenue, College Station, Texas. The following subjects will be discussed, to wit: See Agenda

Posted this 23rd day of June, 2008 at 1:30 pm



City Secretary

I, the undersigned, do hereby certify that the above Notice of Meeting of the Governing Body of the City of College Station, Texas, is a true and correct copy of said Notice and that I posted a true and correct copy of

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said notice on the bulletin board at City Hall, 1101 Texas Avenue, in College Station, Texas, and the City's website, www.cstx.gov . The Agenda and Notice are readily accessible to the general public at all times. Said Notice and Agenda were posted on June 23, 2008 at 1:30 pm and remained so posted continuously for at least 72 hours proceeding the scheduled time of said meeting.

This public notice was removed from the official board at the College Station City Hall on the following date and time: _____ by _____.

Dated this _____ day of _____, 2008.
CITY OF COLLEGE STATION, TEXAS

By _____

Subscribed and sworn to before me on this the _____ day of _____,
_____. Notary Public – Brazos County, Texas

My commission expires: _____

This building is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive service must be made 48 hours before the meeting. To make arrangements call (979) 764-3517 or (TDD) 1-800-735-2989. Agendas may be viewed on www.cstx.gov. Council meetings are broadcast live on Cable Access Channel 19.

**June 26, 2008
Workshop Agenda Item #2
Arts Council of Brazos Valley Presentation**

To: Glenn Brown, City Manager

From: Jeff Kersten, Chief Financial Officer

Agenda Caption: Presentation, possible action and discussion on an update from the Arts Council of Brazos Valley.

Recommendation(s): Staff recommends Council receive the information and provide any desired direction or feedback to the Arts Council of Brazos Valley.

Summary: Mr. Padraic Fischer, Executive Director of the Arts Council of Brazos Valley will present a brief report updating the City Council on the status of the Arts Council.

The Arts Council of Brazos Valley is one of 3 Contract Partner Agencies per the Outside Agency Policy adopted by the City Council on February 8, 2007. The other 2 contract partners are the Convention and Visitor's Bureau, and the Research Valley Partnership. These 2 contract partners made presentations to the City Council earlier this Spring.

Budget & Financial Summary: In FY 2008 the City Council allocated \$440,000 to the Arts Council. OF this amount \$240,000 is for operations and maintenance of the organization. \$200,000 is for Arts Council Affiliate funding.

Attachments: N/A

**June 26, 2008
Workshop Agenda Item #3
Texas Municipal Retirement System Update**

To: Glenn Brown, City Manager

From: Mark Marquez, Interim Human Resources Director

Agenda Caption: Presentation, possible action, and discussion regarding an update from a representative of the Texas Municipal Retirement System, including its current status.

Recommendation(s): N/A

Summary: The Texas Municipal Retirement System is the retirement plan for municipal employees in the City of College Station. This workshop item is being presented because there are substantial changes occurring within TMRS which will affect the City's funding into the System for Fiscal Year 2009.

Mr. Anthony Mills of TMRS will make a brief presentation on the System's current status.

Budget & Financial Summary: Any adjustments to the City's contribution to TMRS will have budget implications.

Attachments:

1. TMRS in Transition

TMRS in Transition Winter – Spring 2008

TMRS is not in a crisis, and TMRS benefits are not in danger of becoming underfunded.

The changes the System is undergoing are being made to ensure that member benefits continue to be soundly funded and to preserve benefit levels for future retirees.

In TMRS, cities have control of the level of benefits they offer their members.

City Contribution Rates

The ultimate cost of benefits is not changing. What is changing is the schedule upon which these benefits are funded.

Many TMRS cities will see higher annual contribution rates if they retain their current benefit choices. If a city sees an increase of greater than 0.5% of payroll, the increase due to these changes will be phased in evenly over an eight-year period, beginning in 2009.

A change in TMRS' Actuarial Cost Method will provide advance funding of annually repeating benefits – Updated Service Credit (USC) and Annuity Increases – that have historically been funded one year at a time.

Some cities may choose to turn off annually repeating benefits and adopt USC and Annuity Increases one year at a time, on an ad hoc basis. Although turning off annually repeating benefits will result in a lower contribution rate for 2009, ad hoc benefits will not be advance-funded, and cities will see contribution rates continue to rise each year they choose this approach.

TMRS will help cities evaluate the effects on future Contribution Rates of any benefits changes they wish to consider.

Investments

TMRS is gradually diversifying its investment portfolio from its current fixed income strategy (bonds) to a more diversified portfolio that will contain both stocks and bonds, with a target of 6% in domestic and 6% in foreign indexed stocks by the end of 2008.

If TMRS remained entirely invested in bonds, the interest credited to members' accounts and the discount rate used to calculate annuities for future retirees would fall below 5% in just a few years.

For More Information

The best source of up-to-date information on TMRS changes is the “Breaking News for Cities” section of the TMRS Website at www.TMRS.com. Cities may request a Communications Packet containing information on TMRS and the changes that are taking place by e-mailing communications@tmrs.com.

June 26, 2008
Workshop Agenda Item #4
Implementation of Strong & Sustainable Neighborhood Program

To: Glenn Brown, City Manager

From: Bob Cowell, AICP, Director of Planning and Development Services

Agenda Caption: Presentation, possible action, and discussion on the Strong & Sustainable Neighborhood Report and its implementation.

Recommendation(s): Staff recommends that the Council adopt the proposed implementation program and provide staff with direction on the related items.

Summary: In 2007 Council requested staff to devise a program to address multiple neighborhood integrity issues in a more holistic manner. The details of this program were presented and endorsed by Council in late 2007. In early 2008 a team of City staff worked with a task force of community members and participated in a series of workshops facilitated by a consultant that specializes in neighborhood issues to develop a proposed comprehensive neighborhood integrity program. Since the presentation to Council the staff has been working with the City Manager and the various stakeholders to devise an implementation program. Attached is the original report delivered to Council annotated with the proposed actions, responsible parties, and projected timelines. Staff will present additional information at the Council workshop.

Budget & Financial Summary: It is anticipated that the FY09 Budget request will include \$450,000+ in requests related to the implementation of this program. Additional financial resources may be necessary as the plan is fully implemented.

Attachments:

1. Annotated Strong and Sustainable Neighborhoods Report

Strong and Sustainable Neighborhoods

An Action Plan for Neighborhood Integrity

Introduction

Neighborhood Integrity or perhaps more to the point, the desire for strong neighborhoods meeting the demand for housing and contributing positively to the quality of life experienced in College Station, has been at the forefront of community discussions for some time. Indeed, one could argue that the desire to build and maintain strong neighborhoods closely integrated with the University was the very basis for the formation of the city itself.

As the home of Texas A&M University, College Station is home to thousands of university students. As the University continues its growth and expansion, the community has the opportunity to accommodate an increasing number of students in off campus housing. Our challenge is to welcome the increasing number of students while retaining the strength and vitality of our neighborhoods.

Among the challenges before us are; first our housing stock is aging resulting in maintenance requirements and often leading to investment ownership and renter occupation in traditional single family neighborhoods. Second, there are issues which manifest themselves in our residential neighborhoods as a result increased number of units being available for rent – parking, trash, poorly maintained housing, and noise. Third, homeowners view the transition of homes in their neighborhoods into rentals as intrusive and unwelcome change. Finally, current market conditions will likely see additional housing constructed to accommodate the student rental market.

Objective of this Action Plan

Strong and Sustainable Neighborhoods – An Action Plan for Neighborhood Integrity has a threefold objective:

1. Gain an understanding of the issues and present a policy rationale for strong and sustainable neighborhoods.
2. Identify existing neighborhood integrity efforts employed in the City of College Station.
3. Recommend specific policy initiative(s) to enhance existing efforts.

Rationale for Strong and Sustainable Neighborhoods

Neighborhoods are the basic building blocks of our city. Neighborhoods are where we live, raise our families, and socialize with our friends and neighbors. In many ways our city is only as strong and sustainable as our neighborhoods. Our neighborhoods are a collection of varying housing types with an increasingly diverse occupancy composition. There are greater than 34,000 dwelling units (including all housing types except “group quarters”) in College Station. The majority of these dwelling units are renter occupied, though the majority of single family homes remain owner occupied.

In 2000 it was estimated that nearly 75% of the single family homes located in College Station were owner occupied. Still more than 5,000 single family homes are occupied by renters. Further, the majority of dwelling units are occupied by non-family households, that is households functioning as a family but not related to one another. In 2000 it was estimated that approximately 60% of all households were composed of non-related individuals.

College Station citizens have been clear in their desire to promote strong and sustainable neighborhoods. Throughout the Comprehensive Plan update, citizens voiced their support for efforts that protect neighborhood integrity. The Comprehensive Plan Advisory Committee (CPAC) has addressed this specifically through establishing working goals for the Comprehensive Plan update that state “Strong, unique neighborhoods...” and “Long-term viability and appeal of established neighborhoods”.

For the purposes of this action plan we have adopted the working goal of

Protect and Strengthen College Station neighborhoods resulting in distinct neighborhoods that welcome homeowners, renters, students and others, maintain their viability over time and enhance the overall quality of life for our citizens.

Strong and sustainable neighborhoods are too important to leave to piece-meal solutions implemented to address what is portrayed as the current crisis. Strong and sustainable neighborhoods demand the best we have to offer; that is a thoughtful and comprehensive policy approach that contributes positively to the quality of life for all that call College Station home.

The City Council directed the City Manager at its November 19, 2007 Council meeting to proceed with developing a holistic response to issues being confronted by College Station neighborhoods. Since receiving direction from the Council, the following actions have been undertaken:

- Convened a 35+ member engagement panel consisting of homeowners, students, realtors/investors, TAMU administration and city staff
- Conducted two – day long engagement sessions to identify issues and possible solutions
- Conducted a review of best practices from other major university communities
- Conducted a review of existing codes, ordinances, and organizational practices of the City of College Station to identify gaps, inconsistencies, and potential areas of modification
- Established an interactive web page discussing neighborhood integrity

Challenges Before Us

Given the current and anticipated future environment, the City government is being called to provide leadership in the critical area of Neighborhood Integrity. The Council has recognized the need to be proactive articulating through its Strategic Plan several policy directives and initiatives related to neighborhood integrity. This proposed Plan of Action attempts to quantify and offer the Council and community specific direction to move the organization and community towards a positive response to our present and future conditions.

As we address the challenges presented by enhancing the quality of our neighborhoods, providing protection to homeowners, and providing a welcoming home to our university students, we must acknowledge it is a shared responsibility by the entire community – City government, resident homeowners, students, investor-property managers, and University administration. We will not be successful without the full involvement of each key stakeholder to contribute towards the solution.

The City government must take a leadership role to bring together the key stakeholders. We must position ourselves to implement strategies and programs to enhance the quality of life and stabilize neighborhoods in transition. There must be a full recognition that we have limitations. We must strike a clear balance between actions appropriately belonging with City government and actions which more appropriately belong to other key stakeholders.

The proposed Plan of Action should be viewed as a beginning point and not an end unto itself. The proposed plan presents several key strategies, programs, and actions which represents our best efforts to understand the problem and offer meaningful responses to address the identified problems.

Emphasis Areas, Proposed Strategies and Actions

Emphasis Areas

- § Adapt current service delivery system (planning, code enforcement, outreach, etc) to have a greater orientation toward neighborhoods.
- § Enhanced use of regulatory and enforcement tools currently available to the City
- § Full engagement of all stakeholders in the solution

1.0 Strategy

Improve the capacity of neighborhoods to deal with a myriad of planning and quality of life issues including those resulting from an aging housing stock and an increase in the number of rental units.

One of the many challenges we face is the recognition that we have aging housing stock in the community. As the housing stock ages, it is frequently converted to rental units in previously owner occupied single family neighborhoods or falls into disrepair. Our strategy suggests that we should be proactive in addressing this issue through multiple actions.

- 1.1 Action** Re-establish the neighborhood planning program and ensure that the efforts compliment the comprehensive plan and are closely aligned with City objectives to stabilize and enhance neighborhoods. Our Neighborhood Planning efforts should focus on developing neighborhood specific strategies and protections to promote neighborhood stabilization, appearance, public infrastructure, and compatible land use. *Re-assign Neighborhood Coordinator to Planning & Development Services Department, reporting to the Assistant Director of Community & Neighborhood Planning. It may also be necessary to secure the services of an intern to aid the Coordinator. Initial action projected in July 2008.*
- Begin the development and implementation of neighborhood and small-area plans immediately following the adoption of the comprehensive plan. Initial action projected in fall of 2009.*
- 1.2 Action** Promote home ownership through various programs managed by the City for first time home buyers to increase homeownership in targeted neighborhoods. Home ownership is a key to neighborhood stabilization. *Re-alignment of programs as outlined by the Economic and Community Development Department. Initial action projected in June 2008*
- 1.3 Action** Use adopted property maintenance codes and ordinances to enhance property maintenance. We need to better use existing legislation to promote neighborhood pride and appearance. *Develop a more consistent approach to enforcement of the property maintenance code. Initial action taken by Code Enforcement Division projected in beginning of 2009.*
- 2.0 Strategy** Orient service delivery toward neighborhoods and enhance the City's enforcement tools to better address the rental market.
- 2.1 Action** Establish a single point of responsibility in the City organization oriented to addressing neighborhood issues and coordination of all City programs. One of the weaknesses identified through this process was the identification of multiple points of entry into the City processes. This can be both confusing and time consuming for citizens with legitimate concerns. *Re-assign code enforcement personnel (code and residential parking enforcement) to Planning & Development Services Department, reporting to the Building Official (and Assistant Director – Development Services). Initial action projected to begin Fall 2008 (See attached information). Also should include dedicated law enforcement resources for noise and other “party-related” violations.*
- 2.2 Action** Conduct intensive neighborhood enforcement programs in select neighborhoods for code compliance. This is a multi-functional approach to address transitional neighborhoods. If a neighborhood association is not present work to develop an association. Provide education programs as well as

enforcement activities. Bring together key stakeholders to identify needs of the neighborhood and use the array of tools provided in this plan to address the concerns. *Assign code enforcement personnel and neighborhood services personnel to specific residential neighborhoods exclusively. Initial action projected in beginning of 2009 (See attached information).*

2.3 Action Promote the formation and registration of neighborhood associations and enhance their effectiveness. Perhaps one of the best ways that a neighborhood can partner with the city and others ensuring that neighborhoods remain strong and sustainable is to form a neighborhood association and to get it registered with the city. This organizational structure allows us to address issues in a systematic manner and enables the city to readily engage neighborhood. Certain services offered by the city can only be reasonably offered at this level. *Continued work by neighborhood services. Action currently underway.*

2.4 Action Implement Universal Rental Registration Program. All single family rental properties should be registered at no cost to the property owner. The registration should be minimally intrusive and should be easy to complete. The information collected should include a mandatory local point of contact and the current number and names of tenants on the lease. Registrations should be renewed annually and should coincide with the University calendar. This always creates an opportunity to present information to tenants about city codes, neighborhood activities, and the educational programs offered by the city. *Planning & Development Services will work with stakeholders to devise program and begin its implementation January 2009.*

2.5 Action Landlords and property investors should be encouraged to adopt model leases which provide protections to landlords to deal with difficult situations. The model lease is in place with a number of properties already in the city with good results. The City and Landlord Associations should through its education efforts strongly suggest the adoption of the model lease to provide landlords with the tools to address problem properties. *Planning & Development Services will work with industry representatives to develop model leases and incentives for their use and to distribute information. Projected implementation in summer 2009.*

2.6 Action Enhance development standards. Dense small lot development (i.e., developments that are susceptible to conversion to rental units) should have higher development standards including no parking zones concurrent upon recording of the plat, designated overflow parking areas, mandatory alleys, off-street parking tied to # of bedrooms, maximum lot coverage, etc. These standards could be lessened or waived if the development is subjected to a zoning prohibition against two or more unrelated individuals residing in

the homes. *Planning & Development Services will work with stakeholders, appointed boards and commissions, and elected officials to revise UDO requirements. Projected code adoption beginning 2009.*

- 2.7 Action Improve data collection on neighborhood problems and challenges. Better use of the city's web site and GIS to collect data on neighborhood problems should be implemented. Better collection of data related to violations, including mapping, data bases, etc. to aid in identifying trends and "hot spots" to permit proactive action by the City in addressing the issues and concerns. *Community and Neighborhood Planning Division will work with IT, Neighborhood Services, Police, etc. to initiate and maintain data collection and analysis efforts. Currently underway.*

- 3.0 Strategy Educate key stakeholders and community. One of the critical needs is to provide continuous education of key stakeholders on the need to have strong viable neighborhoods.

- 3.1 Action Fully implement the Aggieland Solution program presented by TAMU student leadership. This is a proactive program which benefits the entire community. *Neighborhood Services and the City's University Liaison will meet with stakeholders from both the University and the neighborhoods to finalize a program and begin its implementation. Initial action to begin in July 2008 with completion and implementation projected by Fall 2009.*

- 3.2 Action Work with University Administration to apply the Aggie Code of Honor and other codes of conduct and behavior to off campus activities. This will provide an additional support system to assist students in transitioning to life in the community at large and promote good citizenship. *Neighborhood Services and the City's University Liaison will meet with stakeholders from the University to devise a program and begin its implementation. Initial action to begin in July 2008 with completion and implementation projected by Fall 2009.*

- 3.3 Action Work with University Administration to educate students upon arrival on Campus to understand community standards and expectations. There is a gap between students understanding local standards and expectations which can be met during orientation sessions when they arrive on campus to begin their college work. *Neighborhood Services and the City's University Liaison will meet with stakeholders from the University to devise a program and begin its implementation. Initial action to begin in July 2008 with completion and implementation projected by Fall 2009.*

- 3.4 Action Develop and implement "Howdy Neighbor" program as a direct outreach by neighborhood associations to welcome new residents to their neighborhoods. There are several good examples already in place within the community in which neighborhood associations provide new residents with

informational packets to help them transition into the neighborhood. This program needs to be expanded and implemented by Neighborhood Associations. *Neighborhood Services will work with stakeholders to identify successful efforts and devise and maintain an ongoing program. Initial action to begin in July 2008 with completion and implementation projected beginning of 2009.*

3.5 Action The City government should develop a comprehensive training and education program to assist key stakeholders to address the many facets of this Plan of Action. The city should become the reservoir of materials, information, and programs to assist students, neighborhood associations, individual citizens, and landlords to obtain information to assist them in developing a positive response to Neighborhood Integrity issues. *Neighborhood Services will serve in the capacity of the central collection point for all related materials and information. Initial action to begin July 2008.*

3.6 Action Establish performance measures that address programmatic accomplishments, outputs, and outcomes. These measures should be grounded in this action plan and other adopted Council plans and policies and should be used to determine the success of the various efforts identified in this plan. *The Planning & Development Services Department will work with stakeholders to identify appropriate performance measures. These measures should be formally included in departmental business plans and individual performance reviews. Initial action to begin July 2008 with implementation beginning 2009.*

4.0 Strategy Provide for additional enforcement tools to address Neighborhood Integrity issues. This plan suggests a number of specific proposals to address Neighborhood Integrity.

4.1 Action Amend the City code to codify that any property that receives three verified actions (i.e., written warnings, citations, etc) in a period of one year (that is the registration cycle) will be considered a nuisance property and procedures for enforcement as provided by Local Government Code will be initiated by the City. Failure to have a property properly registered at the time of a verified complaint shall constitute a verified action in itself. Once a property has been declared a nuisance property a zero tolerance policy will be employed for a period of at least one year, meaning that subsequent verified actions will result in mandatory levying of applicable citations and fines. *Code enforcement personnel will work with the Legal Department to devise and implement a program. Initial action to begin October 2008 with implementation projected in January 2009.*

4.2 Action Amend the City code to codify host responsibilities for parties in residential areas. This should clearly outline who is responsible for what and

what the potential consequences will be for failure to meet these expectations. This information could be made a part of what is delivered to the tenants during the rental registration process. *Code enforcement personnel will work with the Legal Department to devise and implement a program. Initial action to begin October 2008 with implementation projected in January 2009.*

- 4.3 Action** Adopt a mediation procedure to resolve areas of disagreement between various parties involving Neighborhood Integrity issues. The mediation procedure is suggested by the Aggieland Solution and merits implementation. *Code enforcement personnel will work with the Legal Department to devise and implement a program. Initial action to begin October 2008 with implementation projected in Fall 2009*

Unrelated Individuals

A great deal of discussion has centered around the issue of the permitted number of unrelated individuals allowed to reside in a single dwelling unit. Currently the City regulates this number at four per unit. It is the staff's belief that the afore-described action plan can succeed with or without adjustment in the permitted number of unrelated individuals. If Council elects to reduce the permitted number of unrelated individuals, staff continues to recommend all of the identified actions contained in this plan. If Council elects to reduce the permitted number of unrelated individuals it is recommended that such a provision apply only to neighborhoods that succeed in securing the support of at least 60% of the property owners located in a plat or phase of a plat. It is also important to remember that any such action will not eliminate the non-conforming (or grandfathered) status of properties currently housing four unrelated individuals.

Conclusions

A real opportunity exists in College Station. An opportunity to demonstrate how a community can welcome thousands of students, address an aging housing stock, and build strong and sustainable neighborhoods. This opportunity will not be without its challenges, but then few things that are worth doing come without challenges. This opportunity requires a clear focus, tailored solutions, and the commitment of all partners. Implementation of this action plan will result in strong and sustainable neighborhoods that continue to make College Station a great place to call home for homeowner, renter, and student alike!

Re-Assignment Information

City Manager Initiative:

Re-assign personnel from Neighborhood Services from Communications to Planning & Development Services and personnel from Community Enhancement (Code and Residential Parking Facilities) to Planning & Development Services

Re-locate Neighborhood Coordinator to the Community & Neighborhood Planning Division of the P&DS Department July 1, 2008. Position would report to the Assistant Director – Community & Neighborhood Planning. The office would be physically located in the P&DS Department library (currently housing Project HOLD). Project HOLD would be required to relocate its operations. Propose to secure the services of an intern to aid the Coordinator.

Re-locate Community Enhancement personnel from Fire Services to the Development Services Division of the P&DS Department. The proposal would include a Supervisor, responsible for the daily management of the inspectors. The Supervisor would report to the Building Official and in turn to the Assistant Director – Development Services. Additionally it is proposed that additional personnel be added sufficient to address an increasing workload, to permit 24/7 enforcement, and to manage the rental registration program.

It is proposed that CDBG funding be used exclusively to fund enforcement personnel assigned to CDBG neighborhoods and to allow additional services by the Community Development Department and not used to fund other enforcement personnel or supervisors.

It is proposed that in addition to the assigned CDBG enforcement personnel, the remaining residential areas be assigned to specific enforcement personnel.

It is proposed that a single enforcement officer be assigned to all non-residential areas of the city to address code enforcement issues in these areas. It is proposed that parking and code enforcement work on a schedule that includes evenings and weekends. This will likely require additional personnel.

On-going transition discussions have are occurring with all parties involved to permit an effective transition. The final organizational and logistic issues will be worked out as a part of these discussions. It is expected that the enforcement and parking resources can be re-assigned beginning in October 2008. Much of 2008 will be used to begin preparing for implementation of the various items discussed.

**June 26, 2008
Workshop Agenda Item #5
Draft 2008-09 Community Development Action Plan and Budget**

To: Glenn Brown, City Manager

From: David Gwin, Director of Economic and Community Development

Agenda Caption: Presentation, possible action, and discussion regarding the proposed Community Development 2008-09 Action Plan.

Recommendation(s): Review proposed Fiscal Year 2008-09 Action Plan and Budget and provide any input and/or direction.

Summary: Staff will present the proposed FY 2008-2009 Action Plan and Budget for the upcoming year's community development programs, projects and activities. Included in the Action Plan are the goals, objectives and funding recommendations for the proposed projects, programs and related activities.

Each year, the City must submit to the U.S. Department of Housing & Urban Development (HUD), an Action Plan including descriptions of projects and activities to be funded with the applicable grants. HUD requires that the Plan, budget and amendments be delivered by August 15, 2008, therefore, the Action Plan and budget are presented prior to the overall City budget.

Amounts available for programming in the upcoming year include \$1,104,086 in Community Development Block Grant (CDBG) funds, \$645,600 in HOME Investment Partnership Grant (HOME) funds, and \$507,760 in prior year program income including the proceeds from the sale of the Cedar Creek Apartment Complex and the demolition of the Meridian Apartments.

The expenditure of CDBG and HOME funds must meet one or more of the following national objectives: (1) benefit low and moderate-income persons; (2) aid in the elimination of slum and blighting influences, and/or; (3) meet a particular urgent need. CDBG funds may be used to meet local needs through a wide range of activities, while HOME funds may only be used for affordable housing activities.

The proposed Action Plan and Budget were developed with input received from a series of public hearings, program committee meetings, needs assessments, and citizen surveys. The goals and objectives in the 2005-2009 Consolidated Plan were also followed in preparing this year's plan. These goals and objectives have been prepared to meet the needs of the City's lower-income citizens, and to provide support for families working towards self-sufficiency and improvement. Staff will return to Council at the July 24th meeting to make available its final draft of the Action Plan, budget and to request approval.

Historically, the City has utilized these funds for a variety of programs and activities, including: affordable housing programs (homebuyer assistance, security deposit assistance, rehabilitation, replacement housing, new construction and emergency repairs); funding of direct services to low-income families; demolition; commercial rehabilitation; and park, street, infrastructure and public facility improvements in low-income areas of the City.

Budget & Financial Summary: See attached financial summaries for the proposed FY 2008-2009 Budget for CDBG and HOME funds. Staff will be prepared to answer questions regarding the proposed Plan and Budget.

Attachments:

- Attachment 1 - Proposed 2008 - 2009 Community Development Budget Summary
- Attachment 2 – Plan Development Process Summary
- Attachment 3 - Proposed FY 2008 - 2009 Public Service Funding Recommendations
- Attachment 4 – 2008 - 2009 Community Development Goals
- Attachment 5 – Unencumbered Community Development Funds Available
- Attachment 6 – 2008 Median Income Limits
- Attachment 7 – Map of Eligible Community Development Target Areas
- Attachment 8 – Community Development Program Descriptions
- Attachment 9 – Prior Year's Community Development Accomplishments

Hard Copy of Proposed Action Plan (Delivered with Council Agenda packets)

Attachment 1: Proposed 2008 – 2009 Community Development Budget Summary

PROJECT	CDBG & HOME CARRY-OVER	NEW CDBG & HOME ALLOCATIONS	CDBG & HOME TOTAL PROPOSED
Owner-Occupied Rehabilitation	\$142,496	\$56,718	\$199,214
Demolition	\$10,000	\$0	\$10,000
Acquisition *	\$1,124,879	\$579,939	\$1,704,818
Interim Assistance	\$5,000	\$0	\$5,000
Homebuyer Assistance	\$60,000	\$66,000	\$126,000
CHDO	\$465,758	\$96,840	\$562,598
New Construction	\$160,858	\$300,920	\$461,778
Code Enforcement	\$0	\$116,000	\$116,000
Tenant Based Rental Assistance	\$0	\$50,000	\$50,000
CHDO Operating Expenses	\$62,532	\$32,280	\$94,812
Public Service Agency (See Attachment 3)	\$0	\$165,612	\$165,612
Affordable Housing – Cedar Creek Proceeds	\$250,091	\$0	\$250,091
TOTAL			\$4,031,300

* Includes Cedar Creek Transaction Proceeds and Recaptured Meridian Apartment Demolition Funds

Attachment 2: Plan Development Process Summary

<u>EVENT</u>	<u>DATE</u>
Pre-Application Workshop for Agencies	Feb. 22 nd
1st Public Hearing on Plan & Budget	March 24 th
Agency Applications Due	April 11 th
JRFRC CDBG Public Service Application Review Meetings	April 17 th May 1 st May 9 th May 15 th May 23 rd May 30 th June 2 nd June 3 rd
Begin 30-Day Public Comment Period	June 19 th
2nd Public Hearing on Plan & Budget	June 25 th
<u>Council Presentation of Plan and Budget</u>	June 26 th a
Adoption of Plan and Budget by Council	July 24 th
Deadline for Submission to HUD Regional Office	August 16 th

Attachment 3: Proposed FY 2008 – 2009 Public Service Funding Recommendations

2008 – 2009 CDBG Public Service Funding Summary & Recommendations

Agency	Program	Requested	Recommended Funding	Funded Items	Client #'s /Cost per Client	Funding City
Voices for Children	Court Appointed Special Advocates	\$25,172	\$23,735	Personnel & Printed Material	145 / 163.61	CS
Brazos Maternal & Child Health Clinic	The Prenatal Clinic	\$27,000	\$25,000	Ultrasounds & Medical Supplies	1,300 / \$15.23	Bryan
Scotty's House	Counseling Program	\$25,000	\$23,223	Personnel	150 / \$154.83	Bryan
MHMR Authority of BV	Mary Lake Drop-In Center	\$16,000	\$16,000	Van	35 / \$457.14	CS
Unity Partners	Supervised Visitation Program	\$25,000	\$20,436	Personnel, Security, Rent, Phone	500 / \$40.87	Bryan
Twin City Mission	The Bridge Case Management	\$36,206	\$27,300	Personnel	550 / \$49.64	CS & Bryan
Brazos Valley Food Bank	Backpack Program	\$30,042	\$22,236	Food Supplies	423 / \$52.57	CS
Junction Five-O-Five	On-Going Employment Support	\$35,305	\$22,195	Personnel	74 / \$299.93	CS
Brazos Valley Rehabilitation Center	Charitable Services Program	\$25,000	\$14,500	Charitable Services	\$56 / \$258.93	CS
Big Brothers Big Sisters	BV Program	\$25,000	\$12,695	Personnel	205 / \$61.33	CS
Sexual Assault Resource Center	Counseling Program	\$26,662	\$14,400	Counseling	135 / \$106.67	Bryan
United Way of the BV	Financial Stability Partnership	\$19,053	\$0	N/A	N/A	N/A
Family Promise of BCS	BV Innkeepers Case Mgmt	\$25,000	\$0	N/A	N/A	N/A
Aggieland Pregnancy Outreach	The Momma Club	\$24,000	\$0	N/A	N/A	N/A
Total		\$339,268	\$221,720			

City Department Programs						
Kids Klub	Subsidized Tuition	\$21,000	\$21,000	N/A	182 / \$115.38	N/A
Lincoln Center	Summer Program	\$19,082	\$17,082	N/A	800 / \$21.35	N/A

Attachment 4: 2008 – 2009 Community Development Goals

Housing Goals

- ✓ Ensure Adequate Affordable Rental Housing Opportunities for Lower Income Individuals and Families
- ✓ Ensure adequate Affordable Housing Opportunities for Lower Income Special Needs Populations
- ✓ Ensure Adequate Housing Assistance for Lower Income Home Owners
- ✓ Ensure Adequate Affordable Housing Opportunities for Lower Income Home Buyers
- ✓ Ensure Affordable, Safe and Secure Housing Opportunities for Lower Income Occupants

Homeless Goals

- ✓ Help low-income families avoid becoming homeless
- ✓ Reach out to homeless persons and assess their individual needs
- ✓ Address the emergency shelter and transitional housing needs of homeless persons
- ✓ Help homeless persons make the transition to permanent housing and independent living

Non-Housing Goals

- ✓ Encourage the Delivery of Human Services to Assist Families in Reaching Their Fullest Potentials
- ✓ Support Public Facilities and Infrastructure to Provide Safe, Secure and Healthy Environments for Families
- ✓ Expand Economic Opportunities for Development of Strong and Diverse Economic Environment to Break Cycle of Poverty
- ✓ Revitalize Declining Neighborhoods in Support of Well Planned Neighborhoods for Development of Families

Attachment 5: Unencumbered Community Development Funds Available

UNENCUMBERED CDBG TOTALS AVAILABLE, FY 2008 – 2009			
Projects	Current Year Carry-Over Not Encumbered	Proposed CDBG FY 2008 – 2009 Allocation	Total Unencumbered FY 2008 – 2009 Allocation
Housing Assistance/Rehab	\$75,911	\$21,718	\$97,629
Demolition	\$10,000	\$0	\$10,000
Acquisitions	\$1,124,879	\$579,939	\$1,704,818
Interim Assistance	\$5,000	\$0	\$5,000
Public Service Agencies	\$0	\$165,612	\$165,612
Administrative	\$0	\$220,817	\$220,817
Code Enforcement	\$0	\$116,000	\$116,000
TOTALS	\$1,215,790	\$1,104,086	\$2,319,876

UNENCUMBERED HOME TOTALS AVAILABLE, FY 2008 – 2009			
Projects	Current Year Carry-Over Not Encumbered	Proposed FY 2008 – 2009 HOME Allocation	Total Unencumbered FY 2008 – 2009 Allocation
Housing Assistance/Rehab	\$66,585	\$35,000	\$101,565
Homebuyer's Assistance	\$60,000	\$66,000	\$126,000
CHDO	\$0	\$96,840	\$96,840
New Construction	\$160,858	\$300,920	\$461,778
Administrative	\$0	\$64,560	\$64,560
TBRA	\$0	\$50,000	\$50,000
CHDO Operating Expenses	\$0	\$32,280	\$32,280
TOTALS	\$287,443	\$645,600	\$933,043

Attachment 6: 2008 Median Income Limits

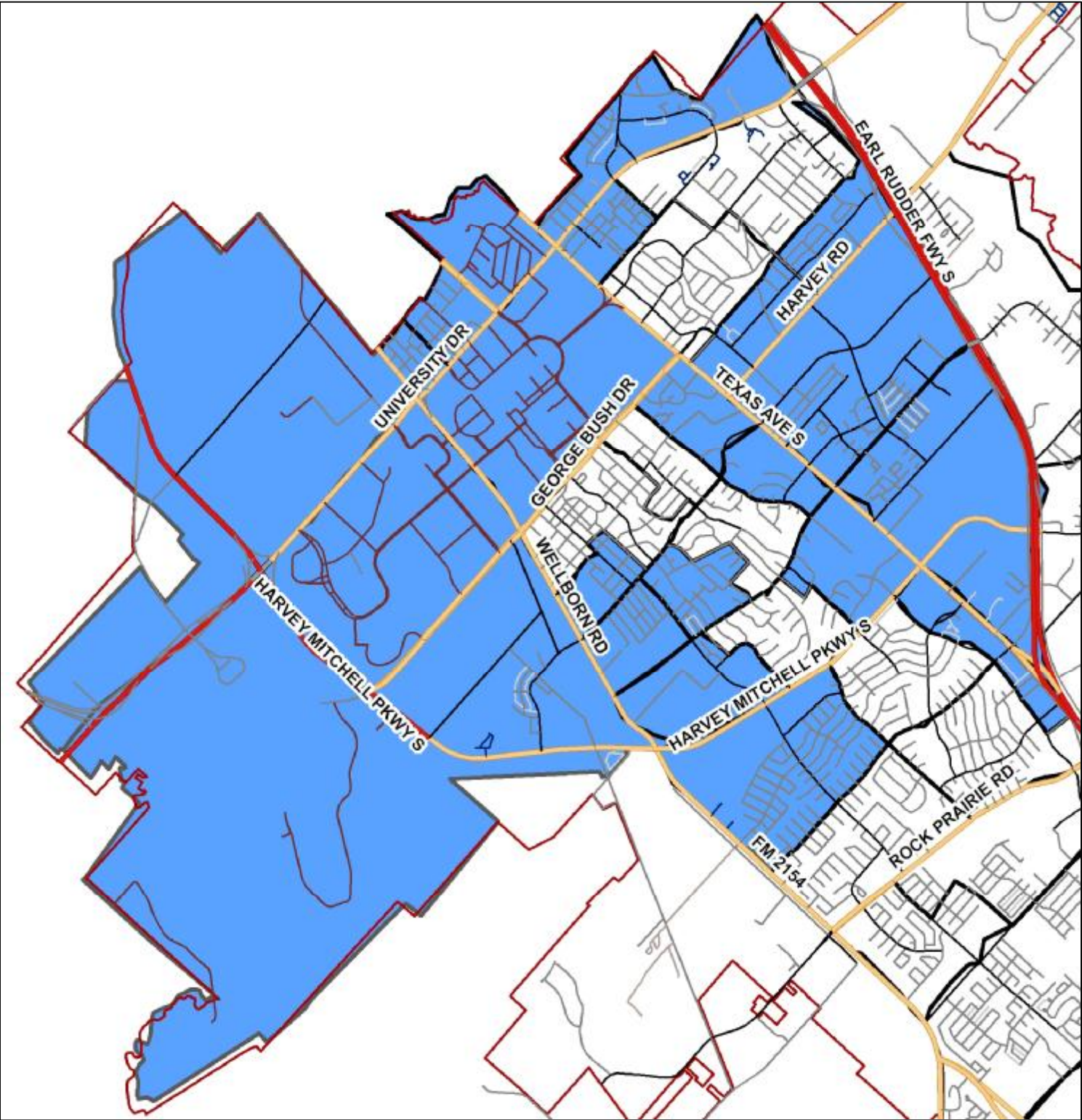
2008 MEDIAN INCOME LIMITS
City of College Station
Community Development

Household	30%	50%	80%	100%
1	\$11,750	\$19,550	\$31,250	\$39,100
2	\$13,400	\$22,300	\$35,700	\$44,600
3	\$15,100	\$25,100	\$40,200	\$50,200
4	\$16,750	\$27,900	\$44,650	\$55,800
5	\$18,100	\$30,150	\$48,200	\$60,300
6	\$19,450	\$32,350	\$51,800	\$64,700
7	\$20,750	\$34,600	\$55,350	\$69,200
8	\$22,100	\$36,850	\$58,950	\$73,700

The left column (Household) refers to the number of people in the household. The highlighted column (80%) refers the maximum income allowed per year by HUD guidelines.

Source: http://www.huduser.org/datasets/il/il2008/2008summary.odn?inputname=METRO17780M17780*College+Station-Bryan%2C+TX+MSA&selection_type=hmfa&year=2008

Attachment 7: Map of Eligible Community Development Target Areas



Attachment 8: Community Development Program Descriptions

Owner-Occupied Rehabilitation:

Funds will be used for the processing of all housing assistance applications, homeownership and credit counseling for all applicants, CDBG minor home repairs at a maximum of \$3,000 per household and HOME rehabilitations at a maximum of \$25,000 per household. Assistance will be provided to a deferred, 0%-interest loan.

Demolition:

CDBG will be utilized for the demolition of dilapidated structures to eliminate unsafe and blighting influences in low- to moderate-income areas of the City.

Acquisition:

CDBG funds and prior year program income received from the Meridian Apartments Demolition Project and proceeds received from the sale of the Cedar Creek Apartments will be utilized for the purchase of land for future development to primarily benefit low- to moderate-income residents of the City.

Interim Assistance:

CDBG funds are available to address an urgent community development need.

Down-payment Assistance Program (DAP):

HOME funds will be utilized to assist low- to moderate-income homebuyers with down payment and closing cost assistance. DAP offers maximum assistance in the amount of \$10,000 for non-city owned property through a deferred, 0%-interest loan with a minimum 5-year affordability period. It also offers a maximum of \$14,999 for City-developed properties or large, 5+-member households.

Community Housing Development Organization (BVCAA):

Federal regulations require that 15% of the HOME grant is set-aside for allocation to an eligible CHDO. BVCAA is currently the only eligible CHDO partnered with the City of College Station. Funds are to be used for the development of affordable housing units.

New Construction:

HOME funds will be utilized by the City to develop affordable housing either by the City or through the leveraging of additional community resources.

Code Enforcement:

CDBG funds are utilized to fund the position of 2.5 code enforcement positions to concentrate code compliance efforts in the City's CDBG Target Areas.

Tenant Based Rental Assistance:

HOME funds are provided to Twin City Mission to administer a security deposit assistance program for residents moving into units in existing Housing Tax Credit apartment complexes in College Station.

CHDO Operating Expenses:

HOME funds are provided to our eligible CHDO, BVCAA, to support the development of affordable housing units in College Station.

Public Service Agency:

Federal regulations allow for 15% of CDBG to be allocated to local non-profits providing health and human service programs that primarily benefit low- to moderate-income residents of College Station. The Joint Relief Funding Review Committee reviews the applications received for funding and provides recommendations for City Council consideration.

Administration:

CDBG and HOME funds are utilized to administer the City's community development program in compliance with all applicable federal regulations. Expenses also include administrative support provided by local service contractor, Project Unity.

Attachment 9: Prior Year's Community Development Accomplishments

The accomplishments for FY 2006 - 2007 include:

- ✔ Processed twenty-nine (29) applications for housing assistance;
- ✔ Provided homebuyer counseling to fifty-four (54) individuals;
- ✔ Completed repairs on one (1) house;
- ✔ Completed temporary relocation, demolition and reconstruction for one (1) household;
- ✔ Completed the acquisition of two (2) lots for future affordable housing development;
- ✔ Completed the demolition of two (2) dilapidated structures;
- ✔ Processed a total of 4,848 code enforcement transactions in CDBG Target Areas;
- ✔ Completed five (5) public facility projects including the spray park, reception desk, and parking lot awning at the Lincoln Center; basketball pavilion at Lions Park; and Central Park Life Trails;
- ✔ Provided funding to seven (7) public service programs that served 6,274 unduplicated clients;
- ✔ Completed the construction of three (3) new affordable single-family homes;
- ✔ Provided down payment assistance to six (6) eligible families;
- ✔ Provided security deposit assistance to eighty-seven (87) households.

**June 26, 2008
Workshop Agenda Item #6
Zero-Rise for Developments with Floodplain Encroachments**

To: Glenn Brown, City Manager

From: Mark Smith, Director of Public Works

Agenda Caption: Presentation, possible action, and discussion approving Zero-Rise for Developments with Floodplain Encroachments

Recommendation(s): Staff is seeking direction so that proposed ordinances can be developed that will fulfill the goals of Council.

Summary: At the May 22, 2008 Council Workshop Meeting, City Council voted unanimously requesting staff to bring this subject item to the June 26th Council Meeting.

This item was also discussed at the June 19th Planning and Zoning Commission. No action was taken.

Currently, the City of College Station Code of Ordinances, Ch. 13: Flood Hazard Protection Ordinance, Section 5.G Special Provisions for Floodways (attached) prohibits encroachments into Floodways unless an engineering report is provided demonstrating no increase in water surface elevation (zero-rise). In addition to this minimum requirement set out by FEMA, College Station requires that the Zoning Board of Adjustments considers specific criteria and prerequisites before granting this associated variance as described in Section 6: Variances (attached).

This item discusses modifying city regulations to apply these regulations to the Floodplain or more specifically the Special Flood Hazard Area (SFHA) which is commonly Zones AE and A as depicted on the Flood Insurance Rate Maps (FIRMs).

Budget & Financial Summary: N/A

Attachments:

1. Ch. 13: Flood Hazard Protection Ordinance, Section 5.G. Special Provisions for Floodways and Section 6: Variances.

G. SPECIAL PROVISIONS FOR FLOODWAYS

Located within Areas of Special Flood Hazard established in Section 5-B are areas designated as floodways. The floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and the potential for erosion; therefore, the following provisions shall be required:

(Ordinance No. 1728 of October 22, 1987)

- (1) Encroachments shall be prohibited, including fill, new construction, substantial improvements of existing construction, structures, manufactured homes, or other development. Variances requested on this standard shall be accompanied by a complete engineering report fully demonstrating that the encroachments shall not result in any increase in water surface elevation or flood hazard upstream, within, or downstream of the encroachment location. The engineering report shall conform to the requirements of the Bryan/College Station Unified Design Guidelines, Standard Details, and Technical Specifications and shall bear the dated seal and signature of a registered professional engineer.

(Ordinance No. 2950 of January 11, 2007)

- (2) Exemptions for the requirements of Section 5-G may be made in the following cases:
 - (a) Customary and incidental routine grounds maintenance, landscaping and home gardening which does not require a building permit, zone change request, or variance from the provisions of the Zoning Ordinance;
 - (b) Emergency repairs of a temporary nature made on public or private property which are deemed necessary for the preservation of life, health, or property, and which are made under such circumstances where it would be impossible or impracticable to obtain a development permit.
 - (c) Temporary excavation for the purpose of maintaining, or repairing any public street, public utility facility, or any service lines related thereto;

(Ordinance No. 1740 of February 25, 1988)

- (d) Proposed street and public utility encroachments shall be exempt from the requirement of a variance provided that the proposal is accompanied by a complete engineering report fully demonstrating that the encroachments shall not result in any increase in water surface elevation or flood hazard upstream, within, or downstream of the encroachment location. The engineering report shall conform to the requirements of the Drainage Policy and Design Standards and shall bear the dated seal and signature of a registered professional engineer.

(Ordinance No. 2939 of November 20, 2006)

- (3) All new construction or substantial improvements of existing construction shall be subject to the methods of flood hazard reduction outlined in Section 5.

(Ordinance No. 1728 of October 22, 1987)

- (4) When a regulatory floodway has not been designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within zones designated AI-A30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

(Ordinance No. 1740 of February 25, 1988)

SECTION 6: VARIANCES

A. GENERAL

The Zoning Board of Adjustments may authorize a variance to the provisions and requirements of this chapter when, in their opinion, undue hardship on the owner will result from strict compliance with those requirements, and when either of the following criteria are met:

- (1) There are special circumstances or condition affecting the land involved such that strict compliance with the provisions and requirements of this chapter will deprive the applicant of the reasonable use of his land; or,
- (2) The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; or,
- (3) Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this section.

(Ordinance No. 2277 of November 13, 1997)

B. PREREQUISITES FOR GRANTING OF VARIANCES

Upon consideration of the factors noted above, the specific provisions and requirements of this chapter, and the intent of this chapter, the Board may grant variances subject to the following prerequisites:

- (1) A variance shall only be granted upon a determination that the variance is the minimum necessary, considering the flood hazard, or potential flood damage, to afford relief to the applicant;
- (2) The effect of the variance will not be detrimental to the public health, safety, or welfare, or injurious to other property in the City;
- (3) The effect of the variance will not increase water surface elevations, flow velocities, or alter drainage pathways to the extent that there will be any threat to public safety, extraordinary public expense, increase in nuisance flooding, or be detrimental to other portions of the major or minor drainage systems;
- (4) The effect of the variance will not prevent the orderly subdivision of other land, upstream or downstream of the subject property, in the City, and;
- (5) No variance shall be allowed within any designated floodway if any increase in water surface elevation would occur during the base flood discharge.
- (6) Variances may be issued for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that (i) the criteria and procedures outlined in this Section for obtaining a variance are met, and (ii) the structure or other development is protected by methods that minimize flood damage during the base flood and create no additional threats to public safety.

C. VARIANCE PROCEDURES

The granting of variances shall be subject to and in conformance with the following procedures and requirements:

- (1) The Zoning Board of Adjustments shall hear and render judgment on any requests for variances from the requirements of this chapter.

- (2) The Administrator shall maintain a record of all actions involving appeals, and variance requests, and shall report all variances to the requirements of this chapter to the Federal Insurance Administration upon request.
- (3) Upon consideration of the above criteria, and prerequisites, and the intent of this chapter, the Board may attach such conditions to the granting of any variance as it deems necessary to further the purpose and objectives of this chapter.
- (4) All requests for variance shall be judged solely on the merits and special conditions of the case. The granting of a variance based upon the facts and evidence of one request for variance shall have no bearing on the consideration of any other request for variance.
- (5) Before consideration by the Board, a formal request for variance shall be submitted to the office of the Administrator. The request shall contain sufficient information to:
 - (a) define specifically which provision or requirement according to this chapter that allegedly causes the undue hardship;
 - (b) detail specifically what measures shall be taken to obtain the minimum relief from said hardship;
 - (c) define specifically the effects of the variance in terms of water surface elevations, flood velocities, etc. which pertain to the prerequisites required by this chapter; and
 - (d) identify any special conditions which should be considered as criteria for granting said variance.

After review of the request, the Administrator may require additional information which he/she deems necessary to fully document the prerequisites required by this chapter for the granting of a variance. This information shall be provided by the applicant prior to placement of the variance request on the agenda for consideration by the Board.

- (6) Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation no more than 3 feet below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
- (7) Any person or persons aggrieved by the decision of the Zoning Board of Adjustments may appeal such decision to the courts of competent jurisdiction.

**June 26, 2008
Workshop Agenda Item #7
FY09 Outside Agency Funding Update**

To: Glenn Brown, City Manager

From: Jeff Kersten, Chief Financial Officer

Agenda Caption: Presentation, possible action and discussion on an update of the FY09 Outside Agency review process and funding policy.

Recommendation(s): Staff recommends Council receive the information and provide any desired direction on the Outside Agency Funding Policy.

Summary: On February 8, 2007 the City Council approved a resolution adopting the Outside Agency Funding Policy. This policy identified 4 categories of outside agencies. These categories are Contract Partner Agencies, Department Budget Agencies, OAFRC Reviewed Outside Agencies (non-CDBG), and CDBG Agencies. Council may consider amending or revising the Outside Agency Funding policy as necessary.

Non-CDBG Outside Agency requests are reviewed by the 7 member Outside Agency Funding Review Committee (OAFRC) appointed by the City Council. A total of 7 applications were received for FY09 funding requesting an overall total of \$156,131.50. The agencies that applied are: the Children's Museum, Dispute Resolution Center, Northgate District Association, RSVP, Sister Cities, TAMU Challenge Works Program, and the TAMU Cooperative Wildlife Collection. The OAFRC is in the process of reviewing these applications and will be making a recommendation to City Council as part of the FY09 Budget process. At the May 22 City Council Meeting, the City Council requested an item to discuss their policy on funding outside agencies.

Contract Partner Agencies are: the Convention and Visitor's Bureau, the Research Valley Partnership, and the Arts Council of Brazos Valley. These agencies have submitted budget requests for FY09 and these requests will be reviewed by staff and presented to the City Manager and City Council in the near future.

The adopted policy allows that agencies, which provide programs that directly support City departmental goals and objectives, can be designated Department Budget Agencies. There are 4 department budget agencies that have submitted budget requests to the City staff. These agencies are: the George Bush Library and Museum, Keep Brazos Beautiful, Noon Lions Club - 4th of July Fireworks, and the Brazos Valley Veteran's Memorial. City staff is in the process of working with these agencies and funding recommendations will be presented to City Management and City Council as part of the FY09 budget process.

CDBG eligible agencies have been reviewed by the Joint Relief Funding Review Committee and those budget recommendations will be presented to the City Council as part of the Community Development budget.

Budget & Financial Summary: Funding for Outside Agencies will be included for Council consideration in the FY09 Proposed Budget. Final approval of all agency funding will be determined by Council as part of the approved FY09 Budget.

Attachments:

1. Outside Agency Policy Adopted February 8, 2007



Outside Agency Funding Policy

Approved by City Council February 8, 2007

Resolution No. 2-08-2007-5

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Introduction

This proposed policy presents a comprehensive policy statement by the College Station City Council in connection with funding for Outside Agencies and programs. The proposed policy replaces all previous policies adopted by the Council except as specifically noted within this policy statement. The proposed policy has been divided into five (5) Sections.

Section 1 – General Policy Statement. This Section describes the scope of the Outside Agency policy, Policy Objectives, Definition of terms used in the policy, and types of Agencies addressed in the policy.

Section 2 – Contract Partner Agencies. This Section deals with specific agencies that provide services to the City of College Station. Because of the magnitude of the funding and the unique nature of the services provided by the Contract Partner Agencies, they are treated on a separate policy basis from other Outside Service Agencies.

Section – 3 Outside Service Agencies. This section addresses Outside Service Agencies funded by the City of College Station from city sources other than Community Development Block Grant Funds.

Section – 4 CDBG Public Service Agencies. This section addresses Outside Public Service Agencies funded by CDBG funds through the Joint Relief Funding Review process between the City of College Station and the City of Bryan.

Section – 5 Outside Agency Review Process. This final section describes the review process for Outside Agency funding.



Section 1 – Policy Statement

This Section describes the scope of the Outside Agency Policy, Policy Objectives, Definition of terms used in the policy, and types of Agencies addressed in the policy.



1.00 Policy Statement

It is the policy of the City of College Station, as adopted by its City Council, to provide funding in the form of grants to Community organizations and agencies that provide specific services and programs that support at least one of the following service objectives of the City:

- 1) Provides a vital social service that is not duplicated by other organizations in the community or region.
- 2) Provides a needed cultural or arts amenity to the community that is not duplicated in the community or region.
- 3) Provides the City government with a specific economic development or tourism benefit that is consistent with the Council adopted Strategic Plan.
- 4) Provides a unique service or program that is better delivered by a Community organization rather than City government itself.

This policy applies to any Community organization, agency, program, or activity that operates as a non profit organization and requests a grant of funds from the City of College Station to deliver the program, service, or activity to College Station citizens.

1.01 Policy Objectives

Community organizations enrich College Station as a community and assist the City government in achieving its mission ... *On behalf of the citizens of College Station, home of Texas A&M University, we will continue to promote and advance the community's quality of life.* Providing public funding to community organizations require the achievement of public purposes through the statement of fair and equitable policies.

The use of public money must meet clearly defined standards as mandated by the Texas Constitution, state statutes, and federal regulations. Those standards demand public funds be spent for public purposes and not for private benefit. This policy establishes a clear standard to provide grants to various Community organizations that provide a public purpose by delivering programs and activities to the citizens of College Station.

This policy has three (3) objectives:

1. To provide a comprehensive statement of policy for funding Community organizations.
2. To provide specific guidance to Community organizations to evaluate their eligibility to receive public funds from the City of College Station.



3. To establish clear guidelines and procedures to be administered by the City Manager and the City Council appointed review body to evaluate requests for funding from Community organizations.

1.02 Public Purpose Test

The Texas Constitution, state statutes, and federal regulations establish clear standards for the use of public money. The standards require cities to spend taxpayer money for public purposes and prohibit the use of public money for private purposes. The application of this mandate, for the purposes of this policy, will be accomplished on the basis that the City will fund those agencies and programs that fully meet the requirements of this policy. Every agency must serve a public purpose by delivering services that the City government could provide itself but chooses to deliver the services through a non-profit entity.

1.03 Definitions

For the purposes of this policy, the following definitions will apply.

Program. Refers to the smallest subpart of an organization or entity.

Capacity Building. Systematic efforts by an organization to develop organizational capabilities to raise funds, build leadership and stewardship capacity, and increase service impacts.

General and Administrative expenses. Cost of goods and services designed to pay for administrative services, management or general agency costs not directly attributable to the delivery of services to clients.

Community Impact Statement. Compilation of data required by this policy that clearly demonstrates the number of College Station citizens benefiting from the program being considered for funding by the City of College Station.

Sustainability. The ability of the program being considered for funding to be sustained after City funding has been exhausted.

1.04 Enforcement and Implementation

The City Manager will ensure this policy is equitably administered. Each agency that receives City funding will be provided a copy of this policy and the necessary guidelines developed to fully implement this policy.

1.05 Amendments and Changes

This policy may be amended by resolution of the City Council.



Section – 2 Contract Partner Agencies

This Section deals with specific agencies that provide services to the City of College Station. Because of the magnitude of the funding and the unique nature of the services provided by the Contract Partner Agencies, they are treated on a separate policy basis than other Outside Service Agencies.



2.00 Contract Partner Agencies

The City of College Station recognizes there are Community organizations that provide unique services to the City through providing economic development, tourist development, marketing, and coordination of cultural arts activities to College Station citizens. Contract Partner Agencies will be required to follow a distinct and separate annual funding process from all other agencies covered by this policy.

Agencies that fit the Contract Partner Agencies category are as follows:

- Research Valley Partnership (Economic Development)
- Convention and Visitors Bureau (Tourism Development and Marketing)
- Arts Council of Brazos Valley (Arts and Culture)

The City of College Station also recognizes there are agencies providing programs that directly support City departmental activities. Funding for these agencies will be included in the proposed departmental budgets at the discretion of the City Manager. City Council will determine funding levels for these agencies as part of the departmental budget review process. Agencies funded in departmental budgets will conform to the same requirements of the Contract Partner agencies.

2.01 Contract Partner Agencies Funding Process

Contract Partner Agencies will use the following procedures for annual funding requests:

- a) Submit budget requests to the City Manager by the deadline and in the format established by the City Manager.
- b) Budget requests beyond base budget amounts will be submitted as service level adjustments to the City Manager for review and recommendation.
- c) Agency funding requests will be reviewed during the departmental budget review process and submitted to City Council at the same time all departmental requests are submitted.
- d) The City Manager will provide recommendations on each request from Contract Partner Agencies.
- e) City Council will approve funding levels for each Contract Partner Agency.

2.02 Contract Partner Agencies Contracts

Contracts will be required for all Contract Partner Agencies who are allocated funds by the City Council. Contracts will be approved by the City Attorney and submitted to City Council for final approval.



2.03 Reports and Monitoring

Quarterly Reports will be required of all Contract Partner Agencies. Quarterly Reports will include quarterly financial statements that describe specifically how the funds from the City of College Station are being utilized, a narrative of program activities for the organization, and service levels and performance measures for each organization. The City will monitor Contract Partner Agencies to ensure City funds are used in compliance with contract language and to achieve public purposes.

- a. Continued funding is contingent on the timely submission of required Quarterly Reports.
- b. Organizations that receive funds from the Hotel Occupancy Tax Fund will meet the requirements of this section and all of the requirements listed in the state law regarding the proper reporting and accounting of Hotel Occupancy Tax funds.
- c. An annual report will be prepared by all Contract Partner Agencies for City Council review as a part of the budget review process.

The following requirements apply to the Contract Partner agencies per Council Motion on February 8, 2007:

- d. Contract Partner Agencies will allow for three (3) City of College Station City Council appointees on the Agency Board of Directors.
- e. Contract Partner Agencies are subject to the Open Records Act.
- f. Contract Partner Agencies will post agendas on their website at least seven (7) days prior to meetings.
- g. Contract Partner Agency General Board Meetings will be open to the Public. Executive sessions may be held for private matters such as personnel, competitive matters, and other items deemed not to be in the best interest of the Agency to be discussed in public.



Section 3 – Outside Service Agencies (Non CDBG)

This section addresses Outside Service Agencies funded by the City of College Station from city sources other than Community Development Block Grant (CDBG) Funds.

3.00 Outside Service Agencies (non CDBG)

All agencies, except agencies funded as part of a City departmental budget, Contract Partner Agencies and CDBG eligible Public Service programs, requesting program funding will be required to follow the Outside Service Agency funding requirements established by this Section of the Outside Agency Funding Policy.

Outside Service Agencies fall in four (4) categories:

- Outside Social Service Agencies (non CDBG eligible)
- Tourism Development and Marketing Agencies
- Arts and Culture Agencies
- Historic Preservation and Museums

3.01 General Eligibility Criteria for Outside Service Agencies (non CDBG)

Outside Service Agencies must meet the following criteria and standards to be eligible for funding.

3.01.1 Program Based Funding

The City will fund Agency programs only. An agency must demonstrate a program serves a public purpose and the program has a positive community impact with the funds provided by the City.

3.01.2 Funding Request to Other Public Entities

Agencies are required to request and document in the application similar funding requests to the City of Bryan and Brazos County, if their primary mission serves Brazos County. When an agency also serves the Brazos Valley region, they must request and document similar funding request from other regional entities.

3.01.3 Sustainability Test

An Outside Service Agency must be able to clearly demonstrate the ability to sustain the program being submitted for funding beyond the three (3) year City funding period. The City of College Station does not desire to fund programs that will only survive as long as City funding is available. Applicants must submit full documentation and plans demonstrating the program can be sustained beyond the three (3) year funding period.

3.01.4 Unified Pre-Application Workshop

Outside Service Agencies must participate in a City sponsored Unified Pre-Application workshop to be eligible to submit an application for funding. During the required Unified Pre-Application Workshop, Outside Social Service Agencies will determine if their programs(s) qualify for CDBG funding. Technical assistance will be provided during the Unified Pre-Application Workshop to assist agencies to qualify for CDBG funding. The Unified Pre-Application workshop will provide at minimum the following elements:



- a. Distribution and discussion of the Council adopted policy on Outside Agency funding.
- b. Discussion of eligibility requirements for funding.
- c. Distribution of application form and required submittals with the application.
- d. Presentation of application timetables and schedules.
- e. Explanation of evaluation criteria and review process for applications.
- f. Response to specific questions from potential applicants.

3.01.5 Single Source Funding Application

City funding will be provided from one source only. No Outside Service Agency will be permitted to submit an application for City funding from more than one source of funds during a funding cycle. Programs eligible to receive CDBG funding may not apply for other City funding in addition to or in lieu of non-CDBG funding. Applicants are required to attend the Unified Pre-application workshop to assist them in the selection of the best single source of funds.

City funding is limited by statutes and regulations for specific purposes. City sources of funding to be granted to Outside Service Agencies are as follows:

- Hotel Occupancy Tax can be used for tourism development, arts, historic preservation, activities encouraging tourists to visit historic sites or museums, and event marketing.
- General Fund may be used for programs and activities that meet the public purpose test for the expenditure of public funds.

3.01.6 Grant Applications

All applications for grants from the City must be in writing using the prescribed format and schedule established by the City Manager. Grant applications will contain the following elements:

- a. The Applicant must clearly demonstrate how the program meets the mission, vision, and values of the City of College Station.
- b. The Applicant must demonstrate the program meets the Public Purpose Test for the expenditure of public funds.
- c. The Applicant must clearly demonstrate positive community impacts by submitting a Community Impact Statement.



- d. The Applicant must demonstrate capability to generate necessary funds to sustain operations outside the grant funding requested from the City.
- e. The Applicant must be able to demonstrate a 3 year past history and current request for funding from the City of Bryan and Brazos County, if the grant request is represented to serve Brazos County.
- f. Grants to Agencies will be awarded on a program basis. The applicant must demonstrate the program delivers a specified service or activity that can be segmented and measured for results.
- g. Grant applications must be submitted in writing using the application form and format established by the City Manager. All applications must be submitted in hard copy at the location designated by the City Manager to receive grant applications. Grant applications will not be accepted via electronic transmission.
- h. Applications must be submitted by the deadline date established by the City Manager. Applications must be complete in all respects upon submittal. Incomplete or late applications will be returned and denied processing for the grant period for which they are submitted.
- i. Grant applications will be accepted for the upcoming funding cycle only. The City will not accept grant applications for any future funding period.

3.01.7 Funding Period

The City of College Station provides an initial grant for a one-year period. Outside Service Agencies will receive funds for a single program for no more than three (3) years on a declining funding bases. The City of College Station is not obligated to fund a program that is approved for three consecutive years. Agencies must apply for program funding each year.

b. Year 1	100% of initial funding
c. Year 2	50% of initial funding
d. Year 3	25% of initial funding

Once an Outside Service Agency has exhausted program funding eligibility, the agency may apply for funding of a different program. In no event will multiple programs or activities be funded from the same agency during the same funding year.

3.01.8 Hotel Occupancy Tax Funds Limitation

The use of Hotel Occupancy Tax funds is restricted by state statutes and the priority needs of the City of College Station. Hotel Occupancy Tax funds will be limited as follows:



- a. In no event will more than 45% of Hotel Occupancy Tax funds collected by the City of College Station be used to fund convention visitor, marketing, and tourism development activities.
- b. In no event, will more than 15% of Hotel Occupancy Tax funds collected by the City of College Station be used for cultural arts programs in compliance with State statutes.
- c. In no event will more than 1% of Hotel Occupancy Tax funds collected by the City of College Station be used to fund historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.
- d. The balance of the Hotel Occupancy Tax funds collected by the City of College Station will be dedicated to other eligible expenses, including the development of the College Station Convention Center and Hotel.

3.02 Outside Social Service Agencies (non-CDBG eligible)

Outside Social Service Agencies that are not eligible for CDBG funding may submit an application for City funding if the Outside Social Service Agency meets the following criteria:

- a. The program must provide an essential service, serve a public purpose, and be the only program providing such services in the College Station.
- b. Requests for funding ongoing administrative costs will not be considered. Funding will only be considered for program specific or capacity building activities.
- c. Social service programs may only be granted funding from the City of College Station for a maximum of three (3) years beginning in FY08 through the Outside Agency process.
- d. The program must meet the Sustainability Test as required by this policy.
- e. Clients served by a program must be primarily located in College Station. Client intake forms or proof of clientele will be required.
- f. No more than 25% of a program's budget may be used for general and administrative expenses. At least 75% of the Program's budget must be dedicated to program specific activity.

3.03 Tourism Development and Marketing Agencies

It is recognized that various community organizations provide excellent tourism development and marketing programs beyond the comprehensive Bryan-College Station Convention and Visitors Bureau (CVB) programs. As such, the City will consider applications from Agencies that desire program funding for tourism development and marketing community events and activities consistent with the statutory requirements for the use of Hotel Occupancy Tax funds.



Tourism Development and Marketing Agencies may submit an application for Hotel Occupancy Tax funding if the Agency meets the following criteria:

- a. The program must provide a tourism development and marketing program consistent with State statutes and not duplicated by the CVB programs.
- b. Requests for funding of ongoing general and administrative costs will not be considered. Funding will only be considered for program or capacity building activities.
- c. Tourism development and marketing programs may only be granted funding from the City of College Station for a maximum of three (3) years beginning in FY08 through the Outside Agency process.
- d. The program must primarily serve the College Station community. Programs that are regional in focus will not be funded since they are likely to duplicate CVB programs and activities.
- e. The program must meet the Sustainability Test as required by this policy.
- f. No more than 25% of a program's budget may be used for general and administrative expenses. At least 75% of the Program's budget must be dedicated to program specific activity.

3.04 Arts and Culture Agencies

Arts and Culture programming is vital to the College Station community. While the City of College Station provides funding through ACBV to support arts and culture coordination activities, funding will be considered for Arts and Culture Agencies that do not qualify or participate in the Arts Council Affiliate program. Funding for agencies that are not participants in ACBV funding will be administered using the criteria set forth in this policy. If an agency receives funds as an Arts Council Affiliate, they will not be eligible to receive funds from any other City source of funds.

3.04.1 Cultural Arts Agencies (Non ACBV Affiliates) Funding Criteria

- a. The program must provide a cultural arts program consistent with State statutes regulating the use of Hotel Occupancy Tax funds and not duplicate programs funded through ACBV.
- b. Requests for funding of ongoing general and administrative costs will not be considered. Funding will only be considered for program specific activities.
- c. Cultural Arts programs may only be granted funding from the City of College Station for a maximum of three (3) years beginning in FY08 through the Outside Agency process.
- d. The program must meet the Sustainability Test as required by this policy.
- e. The program must primarily serve the College Station community. Programs that are regional in focus will not be funded as they are likely to duplicate ACBV programs and activities.
- f. No more than 25% of a program's budget may be used for general and administrative expenses. At least 75% of the Program's budget must be dedicated to program specific activity.

3.05 Historic Preservation Projects and Museums

It is recognized that various community organizations provide excellent historic preservation and museum programs. As such, the City will consider applications from Agencies who desire program funding for historic preservation or activities encouraging tourists to visit preserved historic sites or museums consistent with the statutory requirements for the use of Hotel Occupancy Tax funds.

Historic preservation agencies and museums may submit an application for program funding from the Hotel Occupancy Tax if the Agency meets the following criteria:

- g. The program must provide programs or activities encouraging historical restoration, preservation, or tourists to visit preserved historic sites or museums consistent with State statutes and not duplicated by City programs or other City funded agencies.
- h. Requests for funding of ongoing general and administrative costs will not be considered. Funding will only be considered for program or capacity building activities.
- i. Historic Preservation projects and Museums may only be granted funding from the City of College Station for a maximum of three (3) years beginning in FY08 through the Outside Agency process.
- j. The program must primarily serve the College Station community.
- k. The program must meet the Sustainability Test as required by this policy.
- l. No more than 25% of a program's budget may be used for general and administrative expenses. At least 75% of the Program's budget must be dedicated to program specific activity.



Section 4 – CDBG / Joint Relief Funding Review

This section addresses Outside Public Service Agencies funded with CDBG funds through the Joint Relief Funding Review process between the City of College Station and the City of Bryan.



4.00 CDBG Funded Agencies

Agencies may qualify for CDBG funding based on criteria and guidelines established by the US Department of Housing and Urban Development (HUD) and the Joint Relief Funding Review guidelines established by the cities of College Station and Bryan. Programs who qualify for Public Service funding under CDBG guidelines may not apply for City of College Station funding.

4.01 CDBG / Joint Relief Funding Review Criteria

The following criteria will be used to determine if a program is eligible for CDBG funding:

- a. The program must be located within the City limits of Bryan or College Station;
- b. The program or agency must have a non-profit status;
- c. The program must serve and be able to document that a minimum of 51 percent of the requested funded program's clientele is at or below 80 percent of the median income for Bryan/College Station (as defined by HUD);
- d. The program must provide evidence of ability to understand and comply with all applicable city, state, and federal regulations.

4.02 CDBG Joint Relief Funding Review Process

Agencies who have qualified programs for consideration of CDBG funding will participate in the Joint Relief Funding Review (JRFR) process.

The cities of College Station and Bryan have established a policy that requires all programs submitting proposals for CDBG funds must participate in the Joint Relief Funding Review (JRFR) Process. By reference, this policy adopts the JRFR policies as amended February 23, 2006 and requires all agencies seeking CDBG funds to participate in the JRFR process.



Section 5 – Outside Agency Funding Review Process

This final section describes the review process for Outside Agency funding.

5.00 Outside Agency Funding Review Process

All applications for public funding, except as exempted by this policy, will be presented to the Council appointed Outside Agency Funding Review Committee. The Committee Chair, in coordination with the City Manager, will establish the review schedule for all completed applications to conduct public meetings for the purpose of preparing recommendations for funding to the City Council.

5.01 Outside Agency Funding Review Committee Evaluation Criteria

The Council appointed Outside Agency Funding Review Committee (OAFRC) will use the following criteria to evaluate applications coming before the Committee.

- a. The public purpose to be served by the program proposed for funding. Each program funded by the City of College Station must meet the purpose test established in this policy.
- b. Community impact. The program must have a substantive impact on the College Station community consistent with the mission and priorities established by the City Council.
- c. Compliance with requirements of the Outside Agency Funding Policy. The Committee will consider both the completeness and timeliness of the application in adherence to the requirements of this policy.
- d. Essential Service. The program must provide an essential service, serve a public purpose, and is the only program providing such services in the College Station.
- e. Sustainability Test. The Agency must demonstrate sufficient plans and capabilities to continue the program after City funding has expired. Programs that fail to meet the Sustainability Test will not be funded.
- f. Availability of funds. The Committee will be provided each year the total funding available to be allocated to Outside Service Agencies. The Committee will allocate funds to programs that are determined to best serve the public interest and are consistent with this policy.

5.02 Outside Agency Funding Review Committee Recommendations

The Outside Agency Funding Review Committee (OAFRC) will prepare recommendations for City Council that identify programs recommended for funding and funding amounts recommended. The OAFRC will also provide the City Council a written narrative that explains its rationale for its recommendations.

5.03 Funding Outside Agency Requests

The City Manager is required by Charter to develop an annual budget that estimates the revenues and expenses for College Station city government. The City Manager will prepare an estimate of available funding to support the Council's Outside Agency Funding Policy. The City



Council and Outside Agency Funding Review Committee will be provided the available funding estimate in writing together with the total dollar request from Outside Agencies.

5.04 Funding Sources

The City Manager will have the following sources of funds to fund the Council's Outside Agency Funding Policy.

- Community Development Block Grant Funds limited to 15% of the total funds as required by HUD regulations.
- Hotel Occupancy Tax Funds limited by statutory restrictions and funds required for the City's planned Convention Center and Hotel. No more than 45% of Hotel Occupancy Tax funds collected by the City of College Station will be used to fund convention visitor, marketing, and tourism development. No more than 15% of the Hotel Occupancy Tax funds collected by the City of College Station will be used for cultural arts programs in compliance with State statutes. No more than 1% of Hotel Occupancy Tax funds collected by the City of College Station will be used for historic preservation or activities encouraging tourists to visit preserved historic sites or museums.
- General Fund limited to 0.5% of General Fund revenues less Return on Investment dollars remitted to General Fund.
- The total funds allocated from the General Fund to fund Outside Service Agencies will not exceed 85% of the available funds. The balance of these funds (15%) will be available for use by the City Council to support Council corporate sponsorship activities.

**June 26, 2008
Workshop Agenda Item #8
Additional Proposed Northgate Public Improvements**

To: Glenn Brown, City Manager

From: David Gwin, Director of Economic and Community Development

Agenda Caption: Presentation, possible action, and discussion regarding various proposed public facility and district identity improvements in the Northgate District.

Recommendation(s): Staff recommends approval of the proposed public facility and identity infrastructure improvements in Northgate. Staff also recommends that the residual funding be retired.

Summary: At the January 10, 2008 City Council Workshop, staff received direction from Council to initiate the planning, design and construction of a public restroom facility on the Patricia Street Promenade in Northgate. During that discussion, Council also instructed staff to explore alternative projects that might be better suited for Northgate in order that they could replace the planned entry-way and water feature projects

Staff has identified several public facility improvements and identity-supporting features that are visible, affordable and could be implemented in a timely manner. They are:

1. District Unique Signage

Propose to install district-unique signage at approximately forty-two (42) intersections. Potentially host a design competition to select a design for the entire District. Depending on the final design, this project would either mount the new sign atop the current posts or fully replace all signs and posts to protect against theft and/or vandalism.

Initial analysis indicates that the project as outlined above would very conservatively cost approximately \$50,000 for materials and labor and would take approximately two to three months to fully implement. This effort would include a very attractive and Northgate-appropriate signage system.

2. Patricia Street Parking Lot Refurbishing

Re-dig and replace the limited and waning landscaping around the perimeter of the surface parking lot. Staff also proposes to install eight (8) large planters that will be placed between the parking meters along the center island in the surface lot to soften the parking area and make it more attractive. Finally, staff proposes that the parking area be re-stripped and curbing re-painted.

The estimated cost for the removal, purchase and installation of the perimeter plantings and center island planters would total approximately \$13,972. It is anticipated that both of these will be completed between September and October 2008. The parking lot re-painting is estimated to cost \$3,500 for materials and labor and would plan to be completed prior to the beginning of school.

3. Second Street Bike Racks and New Trash Receptacles

Purchase and install approximately ten (10) new bike racks to be placed along the Second Street Promenade to alleviate existing bicycle clutter and congestion. Staff has initiated contact with the management of Traditions Dormitory and they have indicated interest in a cost-sharing arrangement with the City on this project. Staff is also recommending the

purchase and installation of ten (10) additional 36-gallon decorative trash receptacles to be placed throughout the area surrounding both promenade areas. Several of these are to replace damaged or missing receptacles and the balance would be new service.

The estimated total cost for the bicycle racks is \$7,000 and the total estimated cost for the trash receptacles is \$9,295.

4. Traffic Control Bollards

Purchase and install twenty-three (23) traffic control bollards to be regularly deployed during the late evening hours on Thursday, Friday and Saturday for overall pedestrian safety. These hydraulically-assisted, traffic control devices would be placed at four (4) intersections: 1) University and College Main; 2) College Main and Patricia Street, 3) University and Lodge Street; and 4) a half closure at College Main and Church, which would only allow traffic to exit the immediate area and thus help to alleviate traffic congestion during these periods of intense pedestrian usage.

The total estimated cost for delivery and installation of the units is approximately \$87,200.

5. Promenade Cleaning, Repair and Re-Painting

In addition to the above proposed projects, the City's Facilities Maintenance staff has already contracted with Jamail Smith Contractors to clean, repair and re-paint all of the prominent structural features in the Patricia Street Promenade area.

This project is currently scheduled to be completed this Summer at a cost of approximately \$40,000, which is being paid for with currently budgeted funds.

Budget & Financial Summary: With Council's decision to retire the entry way and water feature projects, \$321,161 was potentially made available for other projects. Staff recommends reallocating a portion of this funding for the identity and improvement projects outlined above. The identity and improvement projects, not including those that have already been contracted by Facilities Maintenance are estimated to cost approximately \$175,892 – this includes an estimated \$5,000 for contingencies in addition to the estimates outlined above. If approved, this would leave an estimated balance of \$145,269 that could be retired or allocated to another project.

Attachments:

Attachment 1 – Proposed Project Details

Attachment 2 – Map of Proposed Projects

Attachment 1: Northgate Identity and Facility Improvements Detail Analysis

Project 1. District Unique Signage

Includes the design and installation of district unique street sign blades that are to be mounted on existing sign poles at approximately forty-two (42) intersections throughout the district. These signs could also replace the current signage that depicts the former City Logo. Due to limited staff resources, the production and installation would likely be contracted out. TAPCO, Inc., which was used in the Copperfield/Crescent Pointe signage project, has been recommended as a potential contractor for this project.

Estimated Cost: Materials: \$150 per sign / \$8,250 Total
 Labor: \$150 per location / \$7,650 Total
 Est. Total: \$15,900

Project could entail completely replacing all current street signage with new decorative blades and securing mechanisms. This would total approximately one hundred-ten (110) blades and fifty-five mounting sets.

Estimated Cost: Materials: \$178 per sign / \$19,580 Total
 Labor: \$150 per location / \$7,650 Total
 Est. Total: \$27,230

Project could also include several additional improvements including the installation of decorative posts and bases.

Estimated Cost: Materials: \$178 per sign / \$19,580 Total
 \$ 90 per post / \$4,590 Total
 \$255 per decorative base / \$13,005 Total
 Labor: \$250 per location / \$12,750 Total
 Est. Total: \$49,925

Timeline: Signs only: Approximately 3 -5 weeks delivery/install + bid time
 Signs/Posts: 4 weeks to delivery / 2 weeks to install + bid time

Implementation Partner(s): Public Works (Streets & Traffic)

Project 2. Patricia Street Parking Lot Refurbishing

SURFACE LOT VEGETATION

Removal and replacement of Pyracantha plantings surrounding the surface parking lot with five (5) gallon Buford Hollies. Of the 104 Pyracantha that were previously planted only sixty-two (62) remain in place and, of those, most have outlasted their useful life. The hollies, of which 104 would be planted would grow better in the limited space and require much less maintenance. The price estimates and timeline are based on this project being contracted out by the City's Parks and Recreation Department.

Estimated Cost: Materials: \$22 per plant / \$2,288 Total
 Labor: \$620
 Est. Total: **\$2,908**

Timeline: Approximately 2 - 3 weeks for delivery and installation + bid time
 (Installation anticipated for October to coincide with the end of the
 growing season)

Implementation Partner(s): Parks and Recreation

SURFACE LOT MEDIAN PLANTERS

Installation of approximately eight (8) large planters to be evenly spaced between the parking meters located in the center area of the surface lot. These planters are expected to be approximately 36" in diameter would be self watering and hold a yet to be determined tree or other shrubbery.

Estimated Cost: Materials/Labor: \$1,383 per planter / \$11,064 Total
 Est. Total: **\$11,064**

Timeline: Approximately 2 - 3 weeks for delivery and installation + bid time
 (Installation anticipated for October to coincide with the end of the
 growing season)

Implementation Partner(s): Parks and Recreation

SURFACE LOT STRIPING

Re-striping the parking area and re-painting curbs within the lot. Cost estimate provided by the Facilities Maintenance Division with work performed by the City.

Estimated Cost: Materials/Labor: **\$3,500 Total**

Timeline: Summer – Once an 8-hour timeframe can be arranged with the
 various stakeholders.

Implementation Partner(s): Public Works (Facilities Maintenance & Streets)

Project 3. Second Street Promenade Bike Racks and Trash Receptacles Bike Racks

BIKE RACKS

Installation of bike racks along the 2nd Street Promenade to alleviate existing congestion and safety hazards. Currently, the bicycle racks that were installed by the Traditions Dormitory as well as those near the parking garage are no longer sufficient in be able to store the number of bicycles being used by residents and patrons of the area. This has created a mass of bicycles strewn about the 2nd Street Promenade during the school year and is not aesthetically pleasing. Staff recommends purchasing five (5) to ten (10) new racks, each with a nine (9) bike capacity. Cost estimates are based on their suggested supplier, UpBeat, Inc. There is also the potential for cost sharing with Traditions Dormitory paying for half of the total amount.

Estimated Cost: Materials: \$400 - \$600 per rack
\$4000 - \$6000
Labor: \$1000 installation / depending on rack type
Est. Total: \$5,000 - \$7,000

Timeline: 3 – 4 Weeks for Delivery / Installation + Bid Time
(Traditions Dormitory prefers to have them in prior to mid-August)

Implementation Partner(s): Parks and Recreation / Traditions Dormitory

DECORATIVE TRASH RECEPTACLES

Installation of ten (10) new decorative trash receptacles to match the current units in place throughout the immediate Promenade area. Staff will be working with Facilities Maintenance to establish where the additional receptacles will be most effective and ultimately utilized. The trash receptacles are to be the ES-142 36-gallon receptacle from Victor Stanley, Inc. They will come with a standard tapered formed lid and painted Tavern Square Green.

Estimated Cost: Materials: \$692 per receptacle / \$6,920 total
Labor: \$50 per receptacle / \$500 total
Freight: \$1,875
Est. Total: \$9,295

Timeline: 3 – 4 Weeks Delivery / Installation + Bid Time

Implementation Partner(s): Public Works (Facilities Maintenance)

Project 4. Traffic Control Bollards

For many years, Police has been active in managing pedestrian and traffic safety in the Northgate District. With general operational safety as a primary concern, Police and Public Works have identified and recommended that the City install twenty-three (23) traffic control bollards at four (4) intersections in the District: 1) University and College Main; 2) College Main and Patricia Street, 3) University and Lodge Street; and 4) a half closure at College Main and Church, which would only allow traffic to exit the immediate area. Staff has identified a retractable manual bollard by Cal Pipe Manufacturing that could be easily installed in the subject area and ultimately operated and managed by the City's Police officers.

Estimated Cost: Materials/Delivery: \$1,800 per unit / \$43,200 Total
 Installation/Labor: \$1,898 per unit / \$44,000 Total
 Est. Total: \$87,200

Timeline: Mid-September

Implementation Partner(s): Public Works (Streets & Traffic) & Police

Total Cost Analysis for Projects 1 - 4

Initial Budgeted Items

Water Features:	\$171,161
Entry Ways:	<u>\$150,000</u>
Total:	\$321,161

Project Estimates

Signage:	\$15,900 - \$49,925
Vegetation:	\$ 2,908
Planters:	\$11,064
Lot Striping:	\$ 3,500
Bike Racks:	\$ 5,000 - \$ 7,000
Bollards:	\$87,200
Receptacles:	\$ 9,295
Contingency:	<u>\$ 5,000</u>
Total:	\$139,867 - \$175,892

Residual Balance

Total:	\$145,269 - \$181,294
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Project 5. **Promenade Cleaning, Repair, Re-Painting**

Provided as general information, this project is already under contract by the City's Facilities Maintenance Division to be completed this Summer by Jamail Smith Contractors. Funding for this project will be coming from the 2008 Facilities Maintenance budget.

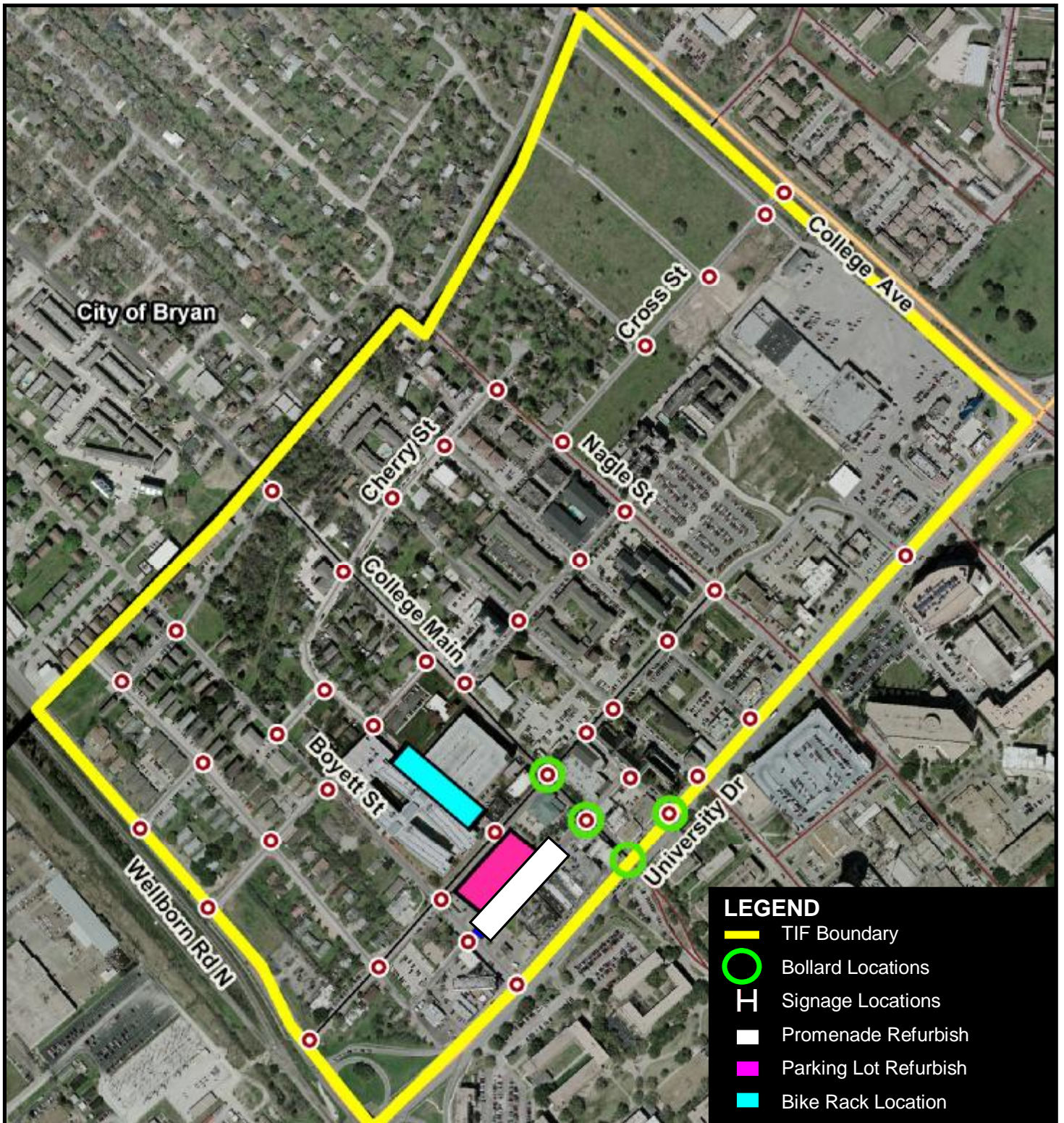
This project will include repair, preparation and painting of the south-entry and east-entry pavilions; replacement of all rotted wood and preparation and painting of the structures, tables and benches within the two central pavilions; preparation and painting of bottle cap alley entryway, east-side entry arch, trash receptacles, dumpster area enclosure, light poles, parking meters, clock, and metal sign poles. The project will also include repair or removal of damaged bollards, non-functional electrical outlets and installation of covers around the base feet of the pavilions. All painting and repair work to be contracted out by Facilities Maintenance to Jamail Smith Contractors.

Estimated Cost: Materials/Labor: \$40,000 Total

Timeline: Project already scheduled to be completed this Summer.

Likely Partner(s): Public Works (Facilities Maintenance)

Attachment 2 – Map of Proposed Projects



**June 26, 2008
Workshop Agenda Item #9
Pre-Retreat Discussion**

To: Glenn Brown, City Manager

From: City Manager's Office

Agenda Caption: Presentation, possible action, and discussion regarding a discussion of the City Council's expectations for the Council retreat scheduled for June 30 and July 1.

Recommendation(s): N/A

Summary: The City Council's annual summer retreat has been scheduled for June 30 and July 1 in Sugar Land, Texas. Mr. Ron Holifield will be facilitating the retreat, which will also include a tour of the Sugar Land City Hall.

With this workshop item, Staff is seeking Council feedback on what they would like to accomplish at the retreat and this information will be passed on to the facilitator.

Additional details of the retreat as well as Mr. Holifield's biography are included in the attachments.

Budget & Financial Summary: N/A

Attachments:

1. Retreat Description
2. Ron Holifield Biography

College Station City Council Retreat

Sugar Land, Texas

June 30 – July 1

DAY 1

The retreat will begin promptly at 11:00 a.m. with a working lunch. This will be followed by a session led by the facilitator Ron Holifield and his associate Randy Mayeaux.

After a brief break, Ron will proceed into an overview of strategic visioning including the following topics:

- § Barriers to creating a unified vision
- § What a meaningful strategic visioning process looks like?
- § What does it take to become unified?
- § How to avoid getting off track on your vision making your vision a reality

At this point the group will walk across the Town Square area to the Sugar Land City Hall. The group will be welcomed by Mayor Pro Tem Dennis Parmer and a Presentation on the Town Square Vision and Implementation will be provided by Economic Development Director Regina Morales. The College Station contingent will then split into groups and receive a tour of the City Hall. College Station Council and staff may have the opportunity to interact with their Sugar Land counterparts.

The day will wrap up with dinner at 6:30 at P.F. Changs, which is also located in the Sugar Land Town Square development. Afterwards, members are free to walk around the development or proceed to activities on their own.

DAY 2

The second day of the retreat will begin at 8:00 a.m. with a continental breakfast and will proceed into identifying the vision of the City Council for the City of College Station. This will be accomplished by answering a number of questions such as the following:

- What should be the City Council's primary concern right now?
- What needs the most attention inside the organization right now (problem, challenge, improvement or opportunity)?
- Where should the city focus most discretionary resources in the next two years?
- What is most threatened in College Station that we need to protect?
- What most needs to be added to College Station?

- What most needs to be improved?
- What kind of community do you want to be 10 years from now?
- What is the single greatest long term challenge that needs to be addressed now to avoid problems 20 years from now?
- What are the secondary problems facing College Station?
- What are the greatest unused assets in College Station?

This portion of the retreat will last approximately half the morning. The City Council will spend the second half of the morning after the break synthesizing the responses discussed earlier into tangible categories including:

§ Major Themes and Trends

§ Major Vision Components

§ Prioritizing Goals

§ Practical Implementation

The portion of the retreat at the Sugar Land Marriott is concluded at this point. The Management Team members will be dismissed and Council will travel to the La Centerra development in Katy for lunch and a walking tour of the area led by Economic and Community Development Director David Gwin. Further description of the trip to La Centerra as well as a description of the development is provided on the following pages.



We will begin this segment of the trip with lunch at Kenzo Sushi Bistro, located at LaCenterra Mall (corner of Cinco Ranch Blvd. and The Grand Parkway, Suite R140). Following lunch there will be walking tour of LaCenterra at Cinco Ranch in Katy, Texas. Attached is a map with directions from the Sugarland Marriott to LaCenterra and Kenzo Sushi Bistro.

The following is a brief profile of the LaCenterra area.

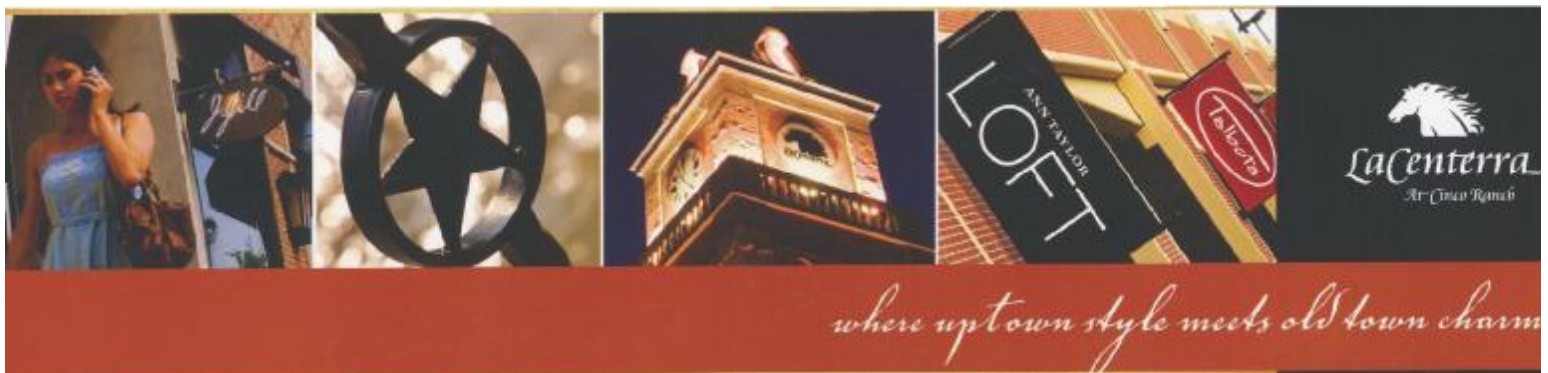
LaCenterra is an open-air, main-street styled town center development featuring national and local specialty retailers, choice dining options, class “A” office space and luxury living. Designed to serve as a central gathering place for a growing community, the center is nestled in the heart of the 7,400 acre master-planned community of Cinco Ranch.

LaCenterra offers a place to shop, work, play, and live in an inviting, pedestrian-friendly environment with outdoor common areas, lakes and water features.

The distinctive architecture is reminiscent of days-gone-by, beautiful landscaping and comfortable common areas with Wi-Fi internet access, interactive fountains and picturesque water features reflect the area’s relaxed lifestyle and focus on family and community.

LaCenterra features a Town Stage, an ideal open-air venue for concerts, festivals, theatre performances, parades, holiday celebrations and more. The Town Stage Center programs over 100 events annually.

Phase I opened in March 2007 with Phase II opening Fall 2008. Phase I consists of 90,000 square feet of Class “A” office space and Phase II will offer exceptional living with luxury mid-rise residential living. LaCenterra represents a \$140 million investment in the community and 1,500 new jobs.



A: 16090 City Walk, Sugar Land, TX 77479-6539

-  **1:** Start out going NORTHEAST on CITY WALK toward TEXAS DR. 0.1 mi
-  **2:** Turn LEFT onto TX-6 N. 2.1 mi
-  **3:** Turn LEFT onto US-90 ALT W. 2.2 mi
-  **4:** Turn RIGHT onto TX-99 N/GRAND PKWY. 12.2 mi
-  **5:** Take the CINCO RANCH BLVD exit. 0.3 mi
-  **6:** Turn LEFT onto CINCO RANCH BLVD. 1.0 mi
-  **7:** Make a U-TURN at GLENWORTH LN onto CINCO RANCH BLVD. 0.2 mi
-  **8:** End at 23501 Cinco Ranch Blvd Katy, TX 77494-3095

Estimated Time: 25 minutes Estimated Distance: 18.18 miles

B: 23501 Cinco Ranch Blvd, Katy, TX 77494-3095

Total Time: 25 minutes Total Distance: 18.18 miles

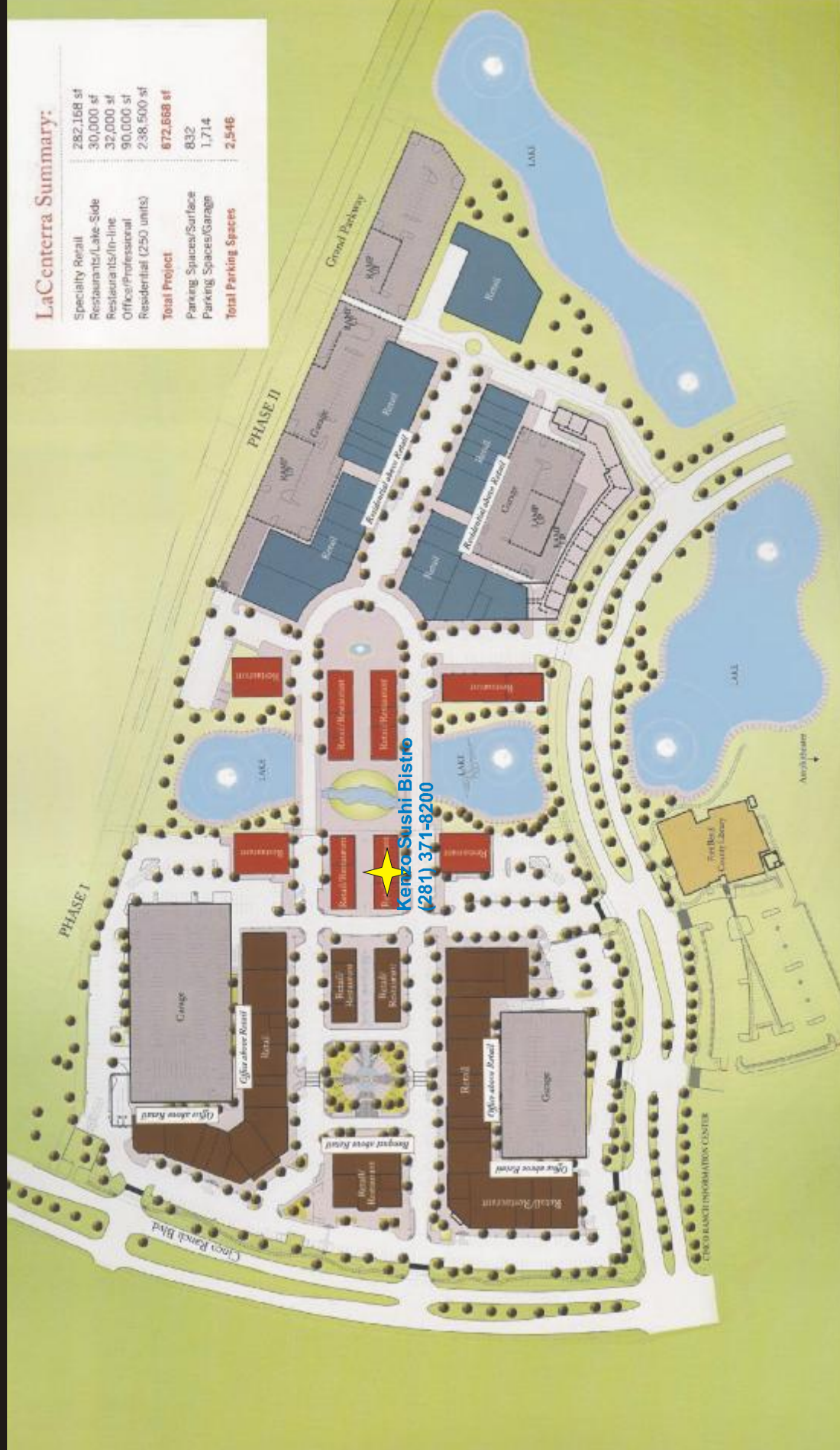
Driving Directions from 16090 City Walk, Sugar Land, TX to 23501 Cinco Ranch Blvd, Katy, TX

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LaCenterra Summary:

Specialty Retail	282,168 sf
Restaurants/Lake-Side	30,000 sf
Offices/Professional	32,000 sf
Residential (250 units)	90,000 sf
Total Project	672,668 sf
Parking Spaces/Surface	832
Parking Spaces/Garage	1,714
Total Parking Spaces	2,546





LaCenterra Tenants

White House/Black Market
J. Barton Clothiers
Eddie Bauer
Mint Clothing & Accessories
Ann Taylor LOFT
Get Personal Katy
Coldwater Creek
Talbots
Claire's Boutique
Merle Norman Cosmetics
Chico's
J. Jill
Limited Too
Aurea Salon & Spa by AVEDA
Bath Junkie
Gymboree
Music & Arts Center
Kirkland's Homes
Designs of the Interior
Jos. A. Bank Clothiers
Jeans Couture
Cinco Ranch Financial
Allstate Insurance Co.
First Bank

Kerry Gilber & Associates
La Luna Production, Inc.
Katy Area Chamber of Commerce
Vista Management Co.
David Ward Partners
Global Energy Development
Frontier Title
Serenity Homes
The Wine Next Door
Nestle Toll House Café
Mission Burrito
Kenzo Sushi Bistro
Perry's Steakhouse & Grille
Baker St. Pub & Grill
Johnny Rockets
Cold Stone Creamery
Jamba Juice
Fish City Grill
Pander Bread
Starbucks

Ron Holifield joined GRS in 1996 after almost two decades in city management with six different Texas cities. He has been active in legislative advocacy for almost 20 years, having "learned the ropes" under the guidance of legendary Texas lobbyist Dick Brown, when Mr. Brown served as Executive Director of the Texas Municipal League. Ron has done extensive work on campaigns for a variety of candidates. He is active in the Republican Party, but has excellent relationships with numerous Democratic office holders as well.

Holifield served as City Manager in Garland, DeSoto, Farmersville and Sundown, and as Assistant City Manager in Plano, where he created Plano's first legislative affairs program in 1987. He also served on the City Manager's staff in Lubbock. Although Ron left city management to join GRS as a Principal, he has maintained a high profile in the city management profession nationally, and is a recognized leader in innovation and in initiatives to run government using private business principles. Most recently, his leadership led "Texas Business Magazine" to name DeSoto as one of the "Best Managed Cities in Texas," and Texas Outlook Magazine to recognize DeSoto as "One of the Top Twenty Five Texas Cities for Business Relocation."

Mr. Holifield is a frequent speaker at city management conferences nationwide. He has had a book published jointly by the International City Management Association, and the Innovations Groups, Inc., and has contributed to a number of other publications and articles. His authorship and speaking engagements have helped him develop a strong network of city managers nationwide. In addition, he has a detailed understanding of how to get decisions made (or prevented) within government bureaucracies.

Mr. Holifield has been particularly active in efforts to re-engineer government and in pushing new public-private initiatives. He also serves on the Governmental Affairs Committee of three Chambers of Commerce, and on the Dallas Fort Worth Film Commission Board, as well as the Dallas County Parks and Open Space Board.

The organizations led by Mr. Holifield have received numerous state and national awards in the areas of economic development, environmental stewardship, community policing, organizational innovation, and financial management. He previously served on the ICMA/Innovations Groups National Management Practices Panel, and on the Texas Innovations Groups Executive Committee, as well as on numerous committees of the Texas Municipal League. He remains active with the International City Management Association, the Texas City Management Association, and the Innovation Groups, among others.